

Friends of Wood Memorial Library & Museum records 2021.15

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Friends of Wood Memorial Library and Museum

783 Main Street

P.O. Box 131

South Windsor, CT 06074

Business Number: 860-289-1783

archives@woodmemoriallibrary.org

URL: <https://woodmemoriallibrary.org/>

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Summary Information

Repository:	Friends of Wood Memorial Library and Museum
Creator:	Friends of Wood Memorial Library and Museum
Title:	Friends of Wood Memorial Library & Museum records
ID:	2021.15
ID [aspace_uri]:	/repositories/21/resources/767
Date [inclusive]:	1900-2022
Physical Description:	14.5 Cubic Feet
Language of the Material:	English .
Abstract:	The Friends of Wood Memorial Library & Museum records, c. 1900-2022, consists of records created in the Library's operations or documenting the Library's history. Some records are restricted.

Preferred Citation

[Identification of item], Friends of Wood Memorial Library & Museum Records (2021.15), Wood Memorial Library and Museum, South Windsor, CT.

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Biographical / Historical

William Wood (1859-1944), philanthropist, farmer, cattle dealer, and lifelong bachelor, selected Hartford architect William Marchant to design a library as a memorial to his parents, Dr. William R. Wood and Mary Lyman Ellsworth Wood. He also established a trust, overseen by the Wood Memorial Library Association, to cover the cost of utilities and maintenance of the building and grounds.

The Wood Memorial Library opened to the public in 1927, operated by the town of South Windsor. In 1968, the need for a larger facility in a more central location caused the town to build a new public library and cease operations at Wood.

In 1971, a group of local residents incorporated the Friends of Wood Memorial Library & Museum, Inc. as a 501(c)3 nonprofit organization, and reopened the building to the public. The Friends' first librarian, Edith Vibert, led this wholly volunteer effort.

In addition to operating the Library, the Friends offer a variety of entertainment and educational and cultural programs. In 1990, the Friends added an archive to preserve local and regional history.

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Scope and Contents

The Friends of Wood Memorial Library & Museum records, c. 1900-2022, consists of records created in the Library's operations or documenting the Library's history. Contents include minutes, reports, bylaws, accounting records, banking records, fundraising records, grant records, program and exhibit information, newspaper clippings, guest books, newsletters, policies and procedures, evaluations and statistics, personnel and volunteer records, collection information, digital projects information, correspondence, and ephemera.

Series 1. Administrative records (1969-2022) contains minutes; reports; bylaws; officer, trustee, and committee lists; and organizational information.

Series 2. Financial records (1971-2020) includes accounting records, banking records, fundraising and gift records, and grant records.

Series 3. Program information (1928-2022) contains materials describing programs and exhibits (e.g., flyers), materials from exhibits, materials describing the Native American program, press coverage about programs, and guest books and other materials documenting programs' attendees.

Series 4. Publications (1968-2021) includes copies of the Wood Libs (1984-1988) and Windows on Wood (1989-2014) newsletters and other publications issued by the Library.

Series 5. Operations (1968-2020) includes policies, procedures, and forms; evaluations and statistics; personnel records; and volunteer records.

Series 6. Building information (1926-2021) includes materials documenting the Wood Memorial Library building, including the building's original construction, additions and assessments, and equipment and furnishings contained within the building.

Series 7. Collection information (1971-2009) includes accessions registers, finding aids, and other information documenting the Library's collections.

Series 8. Digital projects (c. 1998-2010) documents digital projects at the Library, including the initial website and the use of the PastPerfect collections management system.

Series 9. Institutional history (1975-2001) contains materials documenting the Library's history. These include scrapbooks, written histories, and obituaries of Wood staff and volunteers.

Series 10. Correspondence (1950-2022) includes the Library's correspondence, much of which is currently unindexed.

Series 11. Objects and ephemera (c. 1900-1982) includes objects from inside the Library, certificates awarded to the Library, and other ephemera.

Series 12. Photographs (dates TBD) includes photographs of the Library and photographs taken in the Library's operations (primarily programs). Photographs are currently unprocessed.

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Arrangement

The collection is arranged in twelve series: Series 1. Administrative records; Series 2. Financial records; Series 3. Program information; Series 4. Publications; Series 5. Operations; Series 6. Building information; Series 7. Collections information; Series 8. Digital projects; Series 9. Institutional history; Series 10. Correspondence; Series 11. Objects and ephemera; and Series 12. Photographs.

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Administrative Information

Publication Statement

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P.O. Box 131

South Windsor, CT 06074

Business Number: 860-289-1783

archives@woodmemoriallibrary.org

URL: <https://woodmemoriallibrary.org/>

Conditions Governing Access

Recent financial, administrative, and personnel records are restricted. Contact staff for more information. Particularly fragile items may be restricted for preservation purposes.

Conditions Governing Use

Requests for permission to publish should be directed to the Wood Memorial Library archives staff. It is the responsibility of the researcher to identify and satisfy the holders of all copyrights.

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Controlled Access Headings

- South Windsor (Conn.)
- Historical museums
- Libraries - Connecticut
- Photographs
- Minutes
- Financial records

Collection Inventory

Series 1. Administrative records, 1969-2022

Subseries 1.1. Minutes, 1969-2022

Title/Description	Instances
Wood Memorial Library Association annual meeting minutes, 1969-1973	
Board and committee minutes, 1971-2022	
1971	
1972	
1973	
1974	
1975	

Friends of Wood Memorial Library & Museum records 2021.15

1976

1977

1978

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1982

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1992-1995

1992-1995

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1999-2000

1999-2002

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2001

2002

2003

2004
2005
2006
2007-2015
2011-2020
2020-2021
2021-2022
Undated
Clarify our roles and purposes committee, 1993
Library committee, 1996-1997
Library committee, 1998-1999
Staff meeting minutes, 1998
Visions committee, 1999-2000
Programs and collections committee, 2004-2007
Director's binder [board minutes and information], 2004-2005

Subseries 1.2. Reports, 1973-2016

Title/Description	Instances
Librarian's annual report, 1973-1979	
Librarian's annual and monthly reports, 1980-1985	
President's report, 1984	
Director's report, 1984	
Librarian's annual and monthly reports, 1986-1987	
Friends of Wood annual report, 1997-2016	
1997	
1998	
1999	
2000	
2003	
2004	
2007	
2008	

2015

2016

Executive director's report, 2001

Executive director's report, 2005

Executive director's report, 2007

President's annual report, 2010

President's annual report, 2014

Subseries 1.3. Bylaws, 1987-2000

Title/Description

Instances

Bylaws, 1987-2000

Subseries 1.4. Officer, trustee, and committee lists, 1971-2013

Title/Description

Instances

Listing of trustees and officers, 1971-2013

Officers, trustees, and committees, 1971-1994

Trustees, 1974-1983

Trustees, 2002-2006

Subseries 1.5. Organizational information, 1988-2009

Title/Description

Instances

Organizational chart and committees, Undated

Statement of purpose, 1988

Notes on purpose of WML, 2009

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Series 2. Financial records, 1971-2020

Subseries 2.1 Accounting, 1971-2020

Title/Description

Instances

Ledger, 1970-1996

Accounts, 1971-1980

1971-1973

1975-1977

1977-1978
1978-1980
Financial statements, 1980-2020
1980-1983
2004-2006
2006-2011
2012-2017
2017-2020
Ledger, 1987-1994
Revenue and expenses, 1988

Subseries 2.2. Banking, 1981-2004

Title/Description	Instances
Bank deposits and withdrawals, 1981-1989	
Banking, 2004-2004	

Subseries 2.3. Fundraising and gift information, 1973-2016

Title/Description	Instances
Fundraising, 1992	
Fundraising, 1993	
Annual fund, 1994-2016	
1994-1995	
1994-1995	
1995-1996	
1996-1997	
1996-1998	
1998-1999	
1999-2000	
2002-2004	
Peer Advisory Network, 2010-2011	
2016	
Endowment fund, 2010-2012	
Wood Memorial Library fund, 1973-1996	
Donations, 1973-1982	

Donations, 1975-after 1996

Donations in memory of Edith Vibert, 1979

Donations, 1985-1986

Donations in memory of Ruth Adams, 1989-1990

Donations, 1971-1973

Donations, 1996-2016

Donations, 2003-2004

Subseries 2.4. Grants, 1971-2019

Title/Description	Instances
J. Walton Bissell foundation grant, 1971-1979	
South Windsor Community Foundation grant, Circa 1975-2009	
J. Walton Bissell foundation grant, 1981-1991	
State grant, 2002-2003	
Grants, 2002-2003	
Connecticut Humanities Council grant, 2004	
Connecticut Humanities Council grant, 2004-2005	
Greater Hartford Arts Council, Neighborhood Arts & Heritage grant, 2010-2012	
Technology grant (NEFA), 2011	
HAG-GHAC Project Archivist grant, 2012	
HAG grant accounting, 2013-2014	
CT Humanities grant, 2013-2014	
DECD grant, Nowashe Vilage, 2014-2019	
SBM grant, 2015	
Traveling Archivist grant, 2019	

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Series 3. Program information, 1928-2022

Subseries 3.1. Programs and exhibits, 1932-2022

Title/Description	Instances
Wood Memorial Library meeting, 1932	

Programs and exhibits (assorted), 1966-2022

1966-2004

Circa 1975-1999

1980-1989

1990-1995

1992-2010

1993-1994

1994-2010

1995

1996-1997

1996-2000

1998-1999

1999-2001

2000-2001

2002-2003

2003-2012

2005-2006

2007

2007-2014

2008

2008-2013

2009-2010

2010

2011

2012

2013

2013-2018

2014

2015

2016

2018-2022

Evening honoring Edith Vibert, 1976

Memories of old Main Street, 1976

Fiftieth anniversary celebration, 1977

Bird program educational materials (nine folders), Circa 1985-2000

Educational kits, 1990-1997

Twentieth anniversary, 1991

Albertus Jones exhibit poster, 1991

Education program schedules, 1992-1997

In the Wake of Columbus: Europeans and Algonquians in Connecticut lectures poster, 1992

Twelve by twelve art exhibit, 1993

Quilt show, 1994

Native American Day, 1994

Newberry Bird Collection opening, 1994

Regionalism program, 1994

Cigar dinners, 1995-2001

Tobacco valley, 1995

Women's suffrage exhibit, 1995

Education - Manchester schools, 1995

New York City quilt bus trip, 1997

Appearance on "The Museum Insider", 1997

James Prosek program, 1999

Sunday concert series, 1999-2000

Gold tournaments, 1999-2002

Barney Daley exhibit, 1999-2003

Program contracts, 2006-2008

Edith Vibert memorial tea, 2010

Lincoln exhibit, 2013

Lincoln exhibit, 2013

Walt Whitman exhibit, 2015

Harvest Moon benefit dinner, 2015-2017

Edith Vibert memorial tea, 2016

Ellsworth open house, 2018

Subseries 3.2. Exhibit materials, 2013-2017

Title/Description	Instances
Hartford Theological Seminary exhibit tags, 2013	
Hartford Theological Seminary exhibit materials, 2014	
Civil War display case labels, 2016	
Samuel Terry exhibit case, 2017	
Quilts exhibit case labels, 2017	
Exhibit case tags, Undated	
Charter Oak and Pelton family exhibit labels, Undated	
Gravestone rubbing reproduction for Edwards lecture series, Undated	

Subseries 3.3. Native American program, 1980-1998

Title/Description	Instances
Native American program, 1980-1985	
Native American program, 1986	
Native American program worksheets, Circa 1995	
Pequot museum trip, 1998	
Native American program exercises, Undated	

Subseries 3.4. Press coverage, 1974-2022

Title/Description	Instances
1974-2001	
2003-2009	
2005-2013	
2006-2008	
2007-2018	
2014-2015	
2015	
2016	
2017	
2017	
2018-2022	

Subseries 3.5. Program attendees, 1928-2016

Title/Description	Instances
Guest book, 1928-1989	
Archives guest book, 1994-2011	
Thank you cards from students, 2001	
Guest book, Perpetual Play exhibit, 2007-2009	
Guest book, 2008-2013	
Program attendees, 2005	
Field trip attendees drawings, 2016	

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Series 4. Publications, 1968-2021

Subseries 4.1. Newsletters, 1984-2021

Title/Description	Instances
Wood Libs, 1984-1988	
1984-1985	
1986-1988	
Windows on Wood, 1989-2014	
1989-1991	
1992-1993	
1994	
1995-1997	
1998	
1999	
2000	
2001	
2002	
2003	
2004	
2004-2008	
2012-2014	

Newsletter and calendar, 2015-2021

Subseries 4.2. Other publications, 1968-2017

Title/Description	Instances
Timothy Edwards brochure, 1968	
Favorite Recipes of the Wood, 2014	
Images of America: South Windsor, 2017	
New Songs from the Meadows, Undated	

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Series 5. Operations, 1978-2020

Subseries 5.1. Policies and procedures, 1993-2020

Title/Description	Instances
Archives policies, procedures, forms, 1993-1997	
Archival processing procedures, 1993-2011	
Forms, 1993-2010	
Press release procedures, Circa 1995	
Desk volunteers procedure manual, 1997	
Weeding policy, 1997	
Disaster planning, 2007-2011	
Census lookup service procedures, Circa 2008	
Archives policies and forms, 2008-2012	
Collection policy revisions, 2009	
Disaster planning, 2011-2020	
Oral history procedures and documentation, 2013-2019	
Image use and reproduction policy, 2019	
Rules for use of building - rental policy, Undated	
Library materials selection policy, Undated	
Accession sheet revisions, Undated	
Emergency procedures, Undated	
Image use policies, Undated	
Herbarium rules, Undated	

Subseries 5.2. Evaluations and statistics, 1978-2017

Title/Description	Instances
Circulation statistics, 1978-1986	
Evaluations, 1993	
Program evaluations, 1997-1998	
Collection evaluation, 2003	
Archives assessment, 2009-2010	
Usage statistics, 2009-2017	

Subseries 5.3. Personnel information, 1992-2013

Title/Description	Instances
Job descriptions, 1992-2014	
Archival consultant position, 1995-1997	
Archivist position description, Circa 2005	
Executive director, John D. Wadhams, 2005-2013	
Project archivist position, 2009	
Processing archivist, Claire Lobdell, 2013	
Executive director, Rika Nelson, 2014	

Subseries 5.4. Volunteer information, 1994-2015

Title/Description	Instances
Volunteer list, 1990	
Docent training, Native American program, 1994-1995	
Walking tour docent guide, 1998-1999	
Volunteer logs, 2010-2015	
Volunteer statement, 2016	
Docent guide, God's Acre Burying Ground, Undated	
God's Acre Burying Ground binder, Undated	
Wood volunteer list, Undated	

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Series 6. Building information, 1926-2021

Subseries 6.1. Initial building project, 1926-1927**Title/Description****Instances**

Wood Memorial Library architectural specifications,
1926-1927

Subseries 6.2. Additions and assessments, 1977-2021**Title/Description****Instances**

First addition to Wood Memorial, 1977

Proposed space for Native American program, 1988

Building permit, sign replacement, 1991

Building additions study, 2004

Union School property, 2004

Archives room study, 2007

Building condition assessment, 2021

Subseries 6.3. Equipment and furnishings, Circa 1949-2019**Title/Description****Instances**

Library clock, Circa 1949

Furnishings and artifacts, 1984-2002

Wooden blue print cabinet, 1990

Barney Daley display cabinet, 1997-1998

Otis elevator manual, 2001

Photocopier, 2005-2006

Objects list revision, 2005

Dehumidifier, 2006

Siemens fire alarm manual, 2007

Warranties, 2007

Art and furnishings information, 2019

Marantz tape recorder instructions, Undated

Furnishings files, 1976-2013

Appraisals, 1984-1989

Notes, 1998-2007

Bird specimen information, 1978

Arita-Imari bowl, 1999

Library equipment and furnishings, Undated

Side chair by Chapin, 1984-2004

Eli Terry clock, 1990-2004

Portrait of Dr. William R. Wood, 2004

Portrait of Mary Ellsworth Wood, 2004

Civil War items, Capt. Sheldon Brant, 1985-2004

Watson watercolor, 1980-1988

Main St. South Windsor map, 1980-2004

Envtaving of John Barber, 2004

Empire sofa (deaccessioned 2015), 1980-1981

Pier table, 1980-1981

Card table - empire mahogany, 1980-after 1989

Silk fireside screen, 1980-after 1989

Bookcase, 1980

Piano - Steinway, 1980-2004

Duncan Phyfe sofa (returned to owner 1987),
1980-1987

Bayard Pelton stuffed bird collection, 1980-2004

Native American baskets, 1980-1981

Chapin drop leaf table, 1980-2014

Queen Anne highboy, 1980-1984

Sarah Moore's wine jug, After 1980

Mission type hall table, 1980

World globe, After 1980

Glass display case J. Watson Vibert, 1980

Bookcase, 1980

Portrait of Dorothy Jones, 1980

Old red schoolhouse model, 1976-1980

Glass display case Edith M. Vibert, After 1980

Crazy quilt, 1980

Chinese rug, 1980

Medicine kits civil war Dr. Deane, 1980

Oil painting, Hudson River School, 1977-1980

Oil painting "Old Bridge", After 1980

Portrait of Edith M. Vibert, After 1980

Five piece pewter communion service, 1980-1988

Native American artifacts, 1980

Waldron projectile points, After 1980

Bayard Pelton Native American artifacts, 1980

Oil painting by Martha S. Williams, 1980

School clock, Circa 1980

Fireplace andirons, After 1980

Friendship / bicentennial quilt, 1976-after 1980

Ceramic pipe, Undated

William Wood stuffed bird collection, After 1980

Map of Connecticut Native American trails, After 1980

Bedsread, 1892, 1984

Violin, 1985

Portrait of Albertus Jones, After 1986

Brass firewood fenders, After 1986

Signed photo of Winston Churchill, Circa 1987

Stone scraper, 1988

Barn door (from Wadsworth farm), 1988-2013

Eli Bissell survey map of East Windsor, 1806, 1987-1989

Stuffed birds, Dwight E. Newberry, 1993

Oil painting by Albertus Jones, self portrait, 1904,
1991-1995

Stoughton highboy, 1990-1997

Long Hill friendship quilt, 1998

Quilts, 1997-1998

Albertus Jones painting, By the Sea, 1939, 1984

Piano - Steinway, 1992

Edith Vibert and J. Watson Vibert collection cases,
Undated

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Series 7. Collection information, 1971-2009

Title/Description	Instances
Accessions record, 1971-1973	
Accessions register, 1973-1998	
Bibliography: Native American books at Wood, Circa 1985-1996	
Museum collections, 1986-1997	
Accessions register, 1992-2002	
Archives finding aid and priorities, 1993	
Book appraisals, 2003	
Collections decisions, 2009	
Video films stored in the archives, Undated	
Vertical files information, Undated	
Books on birds at Wood, Undated	
Books and papers given to East Windsor Historical Society, Undated	
Collections notes, Undated	

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Series 8. Digital projects, Circa 1998-2010

Title/Description	Instances
Wood website information, Circa 1998	
Report on Iconn and Request databases, 2002	
Archives website project, 2004-2006	
Digitization application, Connecticut State Library, 2010	
PastPerfect training, 2010	

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Series 9. Institutional history, 1975-2001

Title/Description	Instances
Wood scrapbook, 1969-1974	
Wood scrapbook, 1974-1976	

Wood scrapbook, 1976-1978
South Windsor Public Library chronology, 1975
Wood history: anniversary programs, 1977-1991
History of the Native American program, After 1979
Wood Library items of interest [building tour], Circa 1989
History of Wood Memorial Library, 1990
Reflections on Wood Memorial, 1990
Library history write-up, Arlene Bidwell, Before 2000
Arlene Bidwell obituary and collection information, 2000-2014
Ann Masi obituary, 2001
South Windsor town meeting library report, 1898 [photocopy], Undated
Martha T. Douglas last will and testament, 1925 [photocopy], Undated
Wood history, 1928-1971 [photocopies], Undated
Wood history newspaper articles, 1941-1969 [photocopies], Undated
Talk for potential board members reviewing Wood history, Undated

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Series 10. Correspondence, 1950-2022

Title/Description	Instances
1950-2013	
1973-1991	
1978-1992	
Music committee, 1983	
1990-2022	
Albertus Jones paintings, 1993-1999	
1996-2011	
2004-2012	
2006-2014	
Piano, 2014	

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Series 11. Objects and ephemera, Circa 1900-1982

Title/Description	Instances
Occupation Material for the Kindergarten Gift No. 5 and 6 [children's toys], Milton Bradley Co., Circa 1900	
Box containing old Wood keys, Circa 1920-1980	
Wood Memorial ephemera, 1977-1980	
Junior librarian / library aide program, 1977-1982	
Memorial book, Lorette Boudreau Keney (1913-1994), Circa 1994	
Town of South Windsor Proclamation, Wood 20th Anniversary, 1996	
25th anniversary cigar dinner, 1996	
Greater Hartford Marathon poster featuring Wood Memorial, 1998	
State of Connecticut General Assembly Official Citation, 1997-2011	
1997	
2001	
2006	
2007	
2011	
U.S. Department of State Certificate of Recognition, 2003	
Greater Hartford Heritage Calendar featuring Wood, 2004	
South Windsor Chamber of Commerce certificate, 2007	
Town of South Windsor Proclamation, Wood 40th Anniversary, 2011	
Standards and Excellence Program for History Organizations (StEPs) certificates, 2015	
Standards and Excellence Program for History Organizations (StEPs) certificates, 2016	
Images of America: South Windsor poster, 2017	
Yankee magazine Gingerbread House Festival award, 2018	
Certificate of Achievement, Hartford Foundation for Public Giving, 2021	

CLHO Award of Merit, Nowashe Village, 2022

Albert Morgan Chapter of the Archaeological Society of
Connecticut sign, Undated

Drawings, Undated

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Series 12. Photographs, Undated

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