

## Y.W.C.A. Collection, 1893-1950

### Finding Aid

Prepared by Patricia A. Scott, C.A.

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#### BOX 1

##### Group 1: History of Williamsport Y.W.C.A.

###### Folder 1

- First Board List
- Other Board Members List
- Past Presidents List, 3 copies, 1 annotated to 1961.
- Historical Data of Williamsport Y.W.C.A.
- History of the Young Woman's Christian Association, 1938? 2 copies.
- The Contribution of the Y.W.C.A. to Williamsport, Pa., May 17, 1943, 3 copies.
- [Y.W.C.A. severs ties with Walnut St. branch] 1930?

##### Group 2: Board of Managers/Board of Directors

- Folder 2-1 Annual Reports, 1915, 1916, 1927-1929.
- Folder 2-2 Board of Managers & Committee. Journal. 1902
- Folder 2-3 Board of Managers. Minutes. Jan. 17, 1893 - June 9, 1911. See BOX 4.
- Folder 2-4 Board of Directors. Roll Book & Minutes. Aug. 18, 1911 – Dec. 1913.
- Folder 2-5 Board of Directors. Roll Book & Minutes. Jan. 1914 – Aug. 1916.
- Folder 2-6 Board of Directors. Minutes. Sept. 1916 – Nov. 1920. Includes attendance Record 1917-1920 and speaker's luncheon notes.
- Folder 2-7 List of 1930 Board Members. Y.W.C.A. pocket note pad filled with organizational information, 1927-1930. Attendance Tally, 1910-1911. Estimated Budget for 1920. Unpaid Bills, 1920-1921.
- Folder 2-8 Board of Directors. Minutes. Jan. 1921 – Dec. 1929.
- Folder 2-9 Board of Directors. Minutes. Jan. 1930 – Dec. 1935
- Folder 2-10 Board of Directors. Scrapbook of Minutes & other documents, Jan. 11, 1926 – Mar. 19, 1940. See BOX 5.
- Folder 2-11 Board of Directors. Minutes. Jan. 1936 – Dec. 1939.
- Folder 2-12 Board of Directors. Minutes. Jan. 1940 – June 1945.
- Folder 2-13 Board of Directors. Minutes. Sept. 1945 – Dec. 1950. Includes Board Attendance, 1945-1949, and Mayor's proclamation for "YWCA Week."

##### Group 3: Budget

- Folder 3-1 Budget Reports. 1935-1939.

##### Group 4: Policies

- Folder 4-1 Administration Policies, 1937-1956.

##### Group 5: New Building

- Folder 5-1 Building Dedication Program
- Folder 5-2 Rec'd. on Pledges ledger, May 20, 1927 – Jan. 7, 1947. See BOX 4.
- Folder 5-3 Executive Committee Reports & other documents, May & June 1927.
- Folder 5-4 Building Fund Campaign, 1927. Five letters with pamphlets and envelopes:
  - (1) Do for Our Girls What We've Done for Our Boys
  - (2) This Modern City Needs a Modern YWCA. (Pamphlet & envelope missing.)
  - (3) For the Home Girls and the Girls Away from Home
  - (4) For Williamsport's Girlhood—The Women of Tomorrow
  - (5) Give a Gift to Girlhood

- Folder 5-5 Building Committee. Minutes. Feb. 26, 1924-June 1930.
- Folder 5-6 Building Fund. Building & Furnishing Accounts, April 1927 – Sep. 1, 1929.
- Folder 5-7 Approximation of Williamsport YWCA Building Campaign Costs, May 7, 1927.

**Group 6: Building Architects - Lawrie & Green, Harrisburg, Pa.**

- Folder 6-1 Correspondence. Includes: Estimate of Costs, Report of Building Conference, Schedule of Materials, Possible Substitution of Materials To Reduce Cost. Bulletins to General Contractors.
- Folder 6-2 Reproduction of pen and ink drawing of new building. Lawrie & Green.
- Folder 6-3 Plan of ground floor.
- Folder 6-4 Building Specifications, Jan. 1928. General Specifications, 2 copies. Electric Wiring Specifications, 2 copies. Heating Specifications. Plumbing Specifications. See BOX 4.

**Group 7: Furnishings**

- Folder 7-1 Notes & spreadsheet on furniture needs for each room.
- Folder 7-2 Specifications Covering Furnishings and Equipment, 4 copies.
- Folder 7-3 Specifications Covering Kitchen Equipment, 1 master & 2 copies. Comparison of kitchen equipment vendors.
- Folder 7-4 Specifications for Window Shades.

**Group 8: Vendor Bids on Furnishings & Equipment.**

- Folder 8-1 Albert Pick-Barth Company. Kitchen equipment.
- Folder 8-2 Bush & Bull Company. Furniture & window shades.
- Folder 8-3 Central Pennsylvania Equipment Company. Bid for Simmons Furniture with color catalog photos of upholstery & trash can. Bid for kitchen equipment, separate bid for kitchen equipment, 2 letters & 2 delivery confirmations. See BOX 4.
- Folder 8-4 Culler Furniture Company. Bid for office furniture.
- Folder 8-5 Landon-Gleckner Music Company. Mattresses & window shades.
- Folder 8-6 A.H. Heilman & Company. Furniture (includes envelope from Brenemen Co. containing window shade samples.
- Folder 8-7 H.L. Hoechstetter & Company. Silverware & china.
- Folder 8-8 Chas. L Hutchinson. Window shades.
- Folder 8-9 Kaplan Furniture Company. Furniture.
- Folder 8-10 S. Karpen & Bros. Furniture. Includes catalog pages of sofas & chair samples.
- Folder 8-11 Keystone Furniture Company. Chests & desks.
- Folder 8-12 Meghan & Meghan. Rugs.
- Folder 8-13 Nestle's Equipment Company. Linens.
- Folder 8-14 Neyhart Hardware Company. Office furniture, furniture & floor coverings.
- Folder 8-15 Office Equipment Company. Includes 3 folders of desk & chair catalog illustrations.
- Folder 8-16 Page Furniture Company. Furniture.
- Folder 8-17 Remington Rand Business Services, Inc. Office furniture & typewriters.
- Folder 8-18 Smith Printing Company. Furniture & office furniture. Includes brochure for Ideal Folding Chair.
- Folder 8-19 L.L. Stearns. Window shades.
- Folder 8-20 J.R. Strawbridge, Newberry, Pa. Portable chairs. Includes Ideal Folding Chair brochure.

- Folder 8-21 Valentine-Seaver Company. Sofas.
- Folder 8-22 John Wanamaker. Silverware & china. See. Box 4.
- Folder 8-23 Bert Wood Gift Shop & Interior Design. Furniture, rugs & drapes.

## **BOX 2**

### **Group 9: Building Statistics, Itemized Costs & Inventory**

- Folder 9-1 Building & Property Statistics, no date, 2 copies. Inventory of Camp Supplies, June 26, 1930. Itemized Costs of New Furniture. Cost of Furnishings by Room. Inventory by Room, Aug. 1929. Dish Inventory, April 25, 1930. Memorials for new building. (Lists donor, object & cost.) Addresses of manufacturers. Furnishing Contracts.
- Folder 9-2 Furniture selections for West Parlor.
- Folder 9-3 Handwritten lists of furniture with cost by room.
- Folder 9-4 Furniture needs by room annotated with vendor.

### **Group 10: Invoices for New Building**

- Folder 10-1 Authority for Expenditure Forms (for goods & services) in numerical order.
- Folder 10-2 Authority for Expenditure Forms. Staff Payroll, May 14 – May 28, 1927, in numerical order.
- Folder 10-3 Bills Paid, 1927-1929.
  - H.W. Baker Linen Co., NYC.
  - Bell Telephone, Williamsport
  - Bush & Bull Co., Williamsport
  - Commercial Advertising Corp., Williamsport
  - D.B. Cowles & Son Printshop, Williamsport
  - Denius, Garfield
  - EL-CO Decorators, Williamsport
  - Evenden's Sons, Williamsport
  - Grit Publishing Company, Williamsport
- Folder 10-4
  - Harder's Sporting Goods Co., Williamsport
  - Al. Henninger Co., Williamsport
  - Frank W. Henning, Williamsport
  - Hubbs & Howe, Buffalo NY
  - Jackson-Gardiner, Williamsport
  - [Lawrie & Green, Harrisburg, PA]?
  - Lycoming Hotel, Williamsport
  - Lycoming Printing Company, Williamsport
  - Majestic Theater (Glen Crossley), Williamsport
  - W.G. McGinniss Florist, Williamsport
  - A.H. Heilman & Co., Williamsport
  - Neyhart Hardware, Inc., Williamsport
- Folder 10-5
  - Page Furniture Co., Inc., Williamsport
  - H.G. Philipps Supply House, Williamsport
  - Post Office, Williamsport
  - E.B. Rupert, Williamsport
- Folder 10-6
  - Smith Printing Co., Williamsport
  - C. Willis Snyder, Williamsport

- Folder 10-7 L.L. Stearns, Williamsport. See BOX1.
- Folder 10-8 Underwood Typewriter Co., Williamsport  
Western Union, Williamsport  
Williamsport Outdoor Advertising Co., Williamsport  
Williamsport Printing & Binding Co., Williamsport  
Williamsport Sun Gazette & Bulletin, Williamsport  
Wynotol Realty & Hotel Co., NYC  
Yellow Drivurself Co., Williamsport

**Group 11: Camp Committee.**

- Folder 11-1 Camp Committee. Minutes. Apr. 16, 1931 – Aug. 31, 1931

**Group 12: Dining Room Committee**

- Folder 12-1 Minutes. Jan 8, 1924 – Dec. 1925  
Folder 12-2 Minutes. Jan. 12, 1926 – Dec. 1927.  
Folder 12-3 Minutes. Jan. 11, 1928 – Dec. 10, 1929.  
Folder 12-4 Minutes. Mar. 9, 1939 & Jan. 16, 1940 – Mar. 12, 1942.

**Group 13: Setting Up Conference**

- Folder 13-1 Minutes. 1925-1937. (Purpose of conference seems to have been to review past year and plan for the new year.)

**Group 14: Reports for Employment Department, Religious Education Committee, General Education Committee, and Extension Committee. 1928-1930.**

**Group 15: Extension Committee.** Minutes. 1910-1911.

**Group 16: Health Education Committee.** Minutes & Reports. 1928-1933.

**Group 17: House Committee.** Minutes & Reports. Jan. 1925- Dec. 1927.

**Group 18: Industrial Girls Council.** Minutes. Sept. 14, 1944 – Sept. 20, 1945; Oct. 11, 1945- Sept. 12, 1946; Mar. 11, 1947 – May 24, 1951.

**Group 19: Membership Committee**

- Folder 19-1 Minutes. Jan. 27, 1924 – Dec. 8, 1938. Includes: 1930 city map; 1916 Statement of Facts; 1919 Estimated budget.  
Folder 19-2 Membership Drives 1940-1947. Includes: a 1931 city map. Back pocket Contains w lists for door-to-door canvassing; 1 pamphlet "Clark Hall Y", 1946-1947. Sixteen block maps on onionskin to be used over city map to show canvassing boundaries.

**Group 20: Personnel Committee.** Minutes. March 1929 – March 28, 1950.

**Group 21: Publicity Committee.**

- Folder 21-1 Minutes. Sept. 30, 1935 – Apr. 12, 1937 in spiral notebook.  
Folder 21-2 Minutes. Mar. 14, 1933 – Jan. 17, 1935. Some minutes not dated.  
Folder 21-3 Misc. Documents. 1933-1936. Includes L.L. Stearns Store & Home News. See "Facts about our YWCA Building" on p. [2-3].  
Folder 21-4 Publicity Committee Scrapbook. 1933. See BOX 4.

**Group 22: Religious Education Committee**

Folder 22-1 Minutes. 1950-1962. See also Group 14 for minutes of 1928-1930.  
 Note: Committee changed name to World Fellowship & Religious Activities Committee in 1960.

**Group 23: Residence Committee**

Folder 23-1 Minutes. Jan. 1930 – Dec. 6, 1933.  
 Folder 23-2 Minutes. Oct. 15, 1934 – Nov. 12, 1945.

**BOX 3****Group 24: Guest Registers**

Folder 24-1 July 1, 1929 – Apr. 29, 1935. See BOX 4. *FRAGILE*.  
 Folder 24-2 Jan. 1, 1939 – Apr. 16, 1985. Note: What appears to be 3 early guest registers were reused as scrapbooks for newspaper clippings. See BOX 6.

**Group 25: World Fellowship Committee**

Folder 25-1 Minutes. Nov. 11, 1924 – Dec. 3, 1929.

**Group 26: Y Teens** (Also called Teen Age Committee or Teen Age Depart. Formerly called Girl Reserves until Sept. 16, 1946.)

Folder 26-1 Minutes. Sept. 16, 1946 – Apr. 10, 1956.  
 Folder 26-2 Misc. Documents. 1951-1954

**Group 27: Departmental Samples of Printing.** 1923-1929. Scrapbook. Contains letters, Announcements, invitations, programs forms and tickets .**Group 28: YWCA Pamphlets**

Basketball Schedule, No date.  
 Come Once ....No. date.  
 Do You Know?....1923.  
 Education Dept. Fall Courses 1929  
 Education Dept. Winter Courses 1930 (2 copies.)  
 In Service for the Girls. Two editions: 1929 & no date.  
 Girl Reserve Song Book. 1923. Includes: folded sheets of lyrics; Girl Reserves Conference brochure for July 1924; 6 inch paper ruler "Girl Reserves-Something New Every Inch of the Way"  
 More Joy, More Health, More Spirit. 1920-1931. 2 copies.  
 Swimming Pool Schedule. Sept. 1930.  
 Walnut Street Branch anniversary program. 1920?

**Group 29: Y.W.C.A. Spot-Lite.** v. 2(1) May 1937. 2 copies.**Group 30: Y.W.C.A. National Board Publications**

Folder 30-1 Actions of the 13<sup>th</sup> National Convention, May 2-8, 1934.  
 Branch Study. Pt II of the Standards Study. 1938. 2 copies.  
 Business, Professional & Industrial Committee Handbook. 1948.  
 15<sup>th</sup> National Convention. Bulletin Nos. 1,3,4,6,7. 1958.  
 Folder 30-2 Future Employees & Some Questions of Policy....1940.  
 Guiding Principles & Programs Emphases....1934-1936. 1934.  
 Hymns & Songs for...13<sup>th</sup> National Convention. 1934.  
 Industrial Program...Conclusion & Recommendations. 1938.  
 Leadership Today. 1939.  
 Mabel Cratty Endowment Fund. 1938.

- Folder 30-3 Music Committee, It Place & Task in the Association. No. date.  
New Relationships with Jews & Catholics. 1934.  
Pictorially Yours. No date.  
Program Volunteers in the Y.W.C.A. 1937
- Folder 30-4 Report of the President of the National Board...13<sup>th</sup> Nat'l. Con. 1934  
Report of the Nat'l. Board for the Biennium 1936-1938. 1938. 2 copies.
- Folder 30-5 Suggested Budget Forms. No date. 2 copies.  
Suggestions for Worship for Use at Board meetings. 1937? 2 copies

**Group 31: Woman's Press Publications.** (The Press was the publishing arm of the YWCA.)

- Folder 31-1 Association as a Religious Movement in the World Today. 1930.  
Four Girl Reserve Songs. 1929.  
God. 1930  
Great Standards Mystery. 1937.
- Folder 31-2 Growth & Development of the Young Woman's Christian Assoc. 1930  
Guide Book for Volunteers. 1932.  
Potters & Pipes. 1925.
- Folder 31-3 Program Book for Women's Groups. 1932  
Recording & Reporting. No date.  
Signs of the Times. 1937.
- Folder 31-4 Women's Press Catalog. 1937 & 1941-1942

**Group 32: Publications of Various Agencies**

- Folder 32-1 Facing the Future with the Character-Building Agencies. 1936?  
Far East. 1932.  
Group Work Aims & Progressive Education. No date.
- Folder 32-2 Growing Up in America. Board of National Missions. No. date.  
Looking Forward. League for Industrial Democracy. 1934.  
News Handbook for Press Committees. 1931.
- Folder 32-3 Organization & Administration of Social Recreation. WPA. 1941
- Folder 32-4 Report of the 2<sup>nd</sup> World Conference on Faith & Order. 1937.  
Social Ideals of the Churches. Federal Council of Churches of  
Christ in America. 1934.  
Spirit of Service. 1922

**Group 33: Newspaper Clipping Scrapbooks**

- 33-1 1913. See BOX 6.
- 33-2 1920-1921. Loose, unorganized clippings. See BOX 6.
- 33-3 1924-1927. Clippings pasted over what appears to be an early  
guest register. See BOX 6.
- 33-4 Mar. 24, 1927-May 12, 1928. Clippings pasted over what appears to be  
an early guest register. See BOX 6.
- 33-5 May 12, 1928-Aug. 10, 1929. Clippings pasted over what appears to be  
an early guest register. See BOX 6.
- 33-6 Dec. 19, 1934-June 4, 1944. See BOX 7.
- 33-7 Sept. 24, 1944-Feb. 4, 1949. See BOX 8.
- 33-8 June 5, 1944-Sept. 8, 1945. See BOX 8.
- 33-9 Sept. 4, 1945-Aug. 31, 1946. See BOX 8.
- 33-10 Sept. 1, 1946-Sept. 30, 1947. See BOX 8.

**Group 34: Photographs****34-1 D. Vincent Smith Photographs, 1926-1929**

Girl Reserve Mother-Daughter Banquet, 1926  
 Y.W.C.A. Williamsport, Pa. May 29, 1928 (2 copies: 2A & 2B)  
 Y.W.C.A. Williamsport, Pa. May 28, 1929  
 Y.W.C.A. Lobby (2 copies: 4A & 4B)  
 Dining Room  
 Cafeteria  
 Lounge  
 Sun Porch  
 Main Lounge (2 copies: 9A & 9B)  
 Chapel (2 copies: 10A & 10B)  
 Board Room  
 Wallpapered Lounge (2 copies: 12A & 12B)  
 Single Room (2 copies: 13A & 13B)  
 Double Room (2 copies: 14A & 14B)  
 Swimming Pool (2 copies: 15A & 15B)  
 Girl Reserves Group Photo? Nov. 23, 1927. See BOX 4.

**34-2 Miscellaneous Photographs, 1927-1932**

Cabin Y.W. Group (2 photos: 1A-Girls posed in two rows. 1B-Girls posed vertically in single file.  
 Beach Photos (2 photos: 2A-Eleanor Stover (sp?) and friend. 2B-Group posed alongside  
 automobile.  
 Dinner Event in Gymnasium (2 photos: 3A-View of several tables of guests. 3B-Closeup of one  
 table of guests.  
 Y.W.C.A. Camp  
 Y.W.C.A. Swimming Pool  
 Curtin Girl Reserves  
 Hi-Tri Club, Williamsport High School, 1934. Photo from W.H.S. La Memoire.  
 Y.W.C.A. Officers, Jan. 1930. Names on back. (2 copies: 8A is the original. 8B is a restored copy.)  
 Dolls posed on Wicker Sofa. Photo by H. Eugene Hammer? Circa 1930.  
 New Building Campaign, May 13-20. "Give a Gift to Girlhood."  
 Hi-Tri Club. Williamsport High School. No date.  
 Board Members? Manson, Dawson, Way, Ertle, Carson, Whitehead, Laurie?, Barnes. Photo  
 appeared in the 03/18/1928 edition of the Grit.  
 Hollidaysburg Y.W.C.A. "Kiski, 1929.

**Group 35: Plays**

Folder 35-1 All Aboard, 1920. Publicity, program & expenses.  
 Flora Dora Number. Photo. No date.  
 Light House Keeper's Daughter. Photo. 1938.  
 Swami of Baghdad. Program. No date.  
 Unidentified Photo. No date.  
 Washington's Birthday Masquerade. Photo. No date.  
 Wishing Ring. No date.  
 Womanless Wedding. No date.

**Overview of YWCA Collection 1950-1975**

Patricia A. Scott, C.A.

**BOX 9**

1. YWCA History
2. Board of Directors
3. Budget
4. Building Contracts, 1956
5. Campaign Transmittals & Receipts. 1955-1959
6. Cosmopolitan Club, 1972-1975
7. Feasibility Study, 1971
8. Guest Register, 1956-1974
9. Position on Gun Control
10. Miscellaneous Documents
11. National Board Publications.
12. Photographs. 17 black & white photos
13. Reports. 1949-1970
14. Way's Garden Craft Show.
15. Wise Options for Women.
16. Workshops.

**YWCA Scrapbooks, 1950-1979****BOX 10**

1. Sept. 1, 1950 – May 10, 1954
2. Feb. 1, 1955 – Jan. 31, 1957
3. June 5, 1957 – May 13, 1959
4. May 31, 1958 – Oct. 30, 1958
5. 1966-1967. Hi Tri.
6. Mar. 20, 1967 – May 27, 1972
7. May 9, 1976 – Mar. 4, 1979