

Eastern Townships Resource Centre

Finding Aid - North Hatley Library Association fonds (P155)

Generated by Eastern Townships Resource Centre on October 13, 2023

Language of description: English

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North Hatley Library Association fonds

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Summary information

Repository:	Eastern Townships Resource Centre
Title:	North Hatley Library Association fonds
Reference code:	P155
Date:	1898-2010 (creation)
Physical description:	0.62 m of textual records. - 2 architectural drawings.
Language:	English
Dates of creation, revision and deletion:	- 28 janvier, 2016- September 8, 2023

Administrative history / Biographical sketch

Note

During the late 19th century North Hatley became a popular summer destination for Americans. They liked to bring books with them on vacation. These books were stored in a room above a local store until eventually there were enough books to form a library. As residents of Montreal, Sherbrooke, and other areas of Canada began vacationing at North Hatley, and seemed to share interest in books and reading, plans went forth to build a library. A committee was established in 1901 to look into the building of a permanent Library. On August 26th, 1901 a meeting was held and it was decided to go forth with plans to incorporate the institution that would be known as the North Hatley Library Association. The majority of the Library's construction occurred in the fall of 1903, but the building was not occupied until May 1904. The Association's mandate was to maintain a Library and Reading Room in the town of North Hatley and to encourage literary culture within the town.

Seven men formed the Association's first Board of Directors. They were the Rev. A. C. Powell, Dr. C. J. Edgar, the Rev. Edward Smiley, Mr. Hugh L. Bond, Mr. George W. Beaman, Mr. Jean B. LeBaron, and Mr. H. R. Fraser. According to the Articles of Incorporation, three of them had to be permanent residents of North Hatley. It was their responsibility to control the housing of the books and the finances. Another board was created for the women who were involved with the Association: the Board of Lady Managers. It originally consisted of five members, two of whom had to be permanent residents of North Hatley according to the Articles of Incorporation. The Lady Managers were responsible for managing the Library including buying and cataloguing the books, stocking the shelves, and supplying volunteers to work during open hours. They kept their own financial records, but every year they handed over their accumulated proceeds to the Board of Directors. In 1944 the President of the Board of Lady Managers, Anna Bond, was asked to sit on the Board of Directors. She accepted after insisting that the future Presidents of the Board of Lady Managers would also automatically become members of the Board of Directors.

On August 8th, 1961, at the annual meeting, a motion was presented to dispense with the Board of Lady Managers and have only one Board responsible for the management of the Library. The motion was passed and a new set of by-laws were drawn up. It was declared that the Board of Directors would be drawn

from the membership at large (those who paid annual subscription fees to the Library). Committees that dealt with specific functions of the Library replaced the other two Boards (technically the Board of Lady Managers was comprised of 2 groups: Summer Residents and Permanent Residents).

Many people have given very dedicated service to the Association over the years. One such man was the Rev. Mr. A. C. Powell, who was on the Board of Directors for 43 years. It was the Rev. Powell who pushed for the construction of the library building and helped raise funds to do so.

The North Hatley Library Association is still a functioning body. It continues to operate on a volunteer basis. In the 1980s the Library began expanding its services to the community to include film presentations, artist exhibitions, and receptions. It also helped serve the reading needs of the elderly in the Connaught Home and the White House, two seniors' homes in the town. In the early 1990s its membership remained predominantly English.

Custodial history

The documents were maintained by the North Hatley Library Association until their transfer to the ETRC.

Scope and content

The fonds contains source material on the history, administration, finances, activities, Board of Lady Managers, committees, subscription, accession, visitation, and construction of the North Hatley Library Association and its Library from 1898 to 2010. It consists of the Articles of Incorporation, by-laws, minutes, financial records, reports, correspondence, subscriber records, accession records, a specification for construction work, and a visitor book. The fonds is comprised of the following series: Administration of the Association (1898-1998), Administration of the Library (1901-2010), Special Events and Projects (1974-2000).

Notes

Title notes

- **Source of title proper:**
- **Source of title proper:** Title based on content of fonds.

Immediate source of acquisition

The documents were donated in 2005 and 2023 by the North Hatley Library Association.

Arrangement

The subscription book from 1935-1941 (P155/002/002a) is missing some dates and corresponding subscription records from 1940-1941. This missing information can be found in the subscription book from 1940-1941 (P155/002/002a).

The subscription book entitled W. Edgar preserved in P155/002/002c does not have any recorded dates. Some of the financial records are preserved in the file Minutes P155/001/002

The Board of Lady Managers was in charge of the Library's subscriptions and the accession of books prior to the merge of the Boards in 1961. The Association took over both responsibilities after the merge. Subscriptions from 1935 to 1959 are preserved in file Subscriptions (P155/002/002), and subscriptions

from 1963 to 1989 are preserved in the file Subscriptions (P155/001/004). The accession of books prior to 1930 is preserved in the file Accessions (P155/002/003), and the accession of books from 1930 to 1991 is preserved in the file Accessions (P155/001/005).

Restrictions on access

Employee files (P155/002/005) are restricted until 2109.

Finding aids

The following finding aid is available: The Catalogue to the North Hatley Library Association fonds (P155), Prepared by Cara O'Connell under the supervision of Sophie Morel, December 2005.

Accruals

Further accruals are expected.

Note [General]

An accrual to the fonds was processed courtesy of funding from the Bélanger-Gardner Foundation by Joanie Tétreault, archival technician, under the supervision of Jazmine Aldrich, Head Archivist, in 2023.

Other notes

- **Publication status:** Published
-

Access points

- Cultural institutions (subject)
 - North Hatley (Quebec) (place)
-

Collection holdings

Series: P155-001 - Administration of the Association

Title: Administration of the Association

Reference code: P155-001

Date: 1898-1998 (date of creation)

Scope and content: The series contains source material on the history, administration, finances, activities, committees, subscription, accession, and construction of the North Hatley Library Association from 1898 to 1998. It consists of the Articles of Association, by-laws, minutes, financial records, reports, correspondence, subscriber records, accession records, and a specification for construction work. The series is comprised of the following files: Historical and Constituent Documents (1937-1986), Minutes (1901-1998), Financial Resources (1898-1981), Subscriptions (1963-1989), Accessions (1930-1991), Construction ([1900?]-1984), Correspondence ([193?]-1989), Bequests and Funds (1965-1984), Women's Library Committee (1963-1964), and Action Committee (1979-1980).

Physical description: 0.4 m of textual records. - 2 architectural drawings.

Physical condition: The front cover and first page of the Treasurer's Book from 1898-1915 (P155/001/002a) have come off.

Arrangement: Some of the financial records are preserved in the file Minutes P155/001/002. The Board of Lady Managers was in charge of the Library's subscriptions and the accession of books prior to the merge of the Boards in 1961. The Association took on both responsibilities after the merge. Subscriptions from 1935 to 1959 are preserved in file Subscriptions (P155/002/002). The accession of books prior to 1930 is preserved in the file Accessions (P155/002/003).

Publication status:

Published

File: P155-001-001 - Historical and Constituent Documents

Title: Historical and Constituent Documents

Reference code: P155-001-001

Date: 1937-1986 (date of creation)

Scope and content: The file contains primary source information on the history of the North Hatley Library Association from 1937 to 1986. It consists of an invoice for supplies dating from 1937, a poster for Story Time, a newspaper article, letters patent and by-laws of the association, and a letter from Susan to Bill on the newly designed paper for the library at the time.

Physical description: 7 textual records.

Language of the material:

English

Publication status:

Published

File: P155-001-002 - Minutes

Title: Minutes

Reference code: P155-001-002

Date: 1901-1998 (date of creation)

Scope and content: The file contains source material on the history, administration, finances, and activities of the North Hatley Library Association, recorded in minutes from from 1901 to 1998. It consists of minutes, financial reports, and correspondence.

Physical description: 0.15 m of textual records.

Language of the material:

English

Arrangement: Some of the financial records are preserved in the file Treasury (P155/001/003).

Publication status:

Published

File: P155-001-003 - Financial Resources

Title: Financial Resources

Reference code: P155-001-003

Date: 1898-1981 (date of creation)

Scope and content: The file contains primary source information on the finances and insurance of the Association from 1898 to 1981. It consists of lists of cash received (or receipts) and expenses (or disbursements) recorded on a regular basis, monthly balances, annual statements, and correspondence.

Physical description: 0.10 m of textual records.

Physical condition: The front cover and first page of the Treasurer's Book from 1898-1915 (P155/001/003a) have come off.

Arrangement: Some of the financial records are preserved in the file Minutes P155/001/002.

Publication status:

Published

File: P155-001-004 - Subscriptions

Title: Subscriptions

Reference code: P155-001-004

Date: 1963-1989 (date of creation)

Scope and content: The file contains primary source information on the opening of the library's Jeanette Virgin Room in 1986. It consists of an absence slip, an invitation to the official opening and the text of the speeches given by Nicole Clément and Elizabeth Griffin on the occasion of the official opening of the expanded and renovated North Hatley Library on May 31, 1986.

Physical description: 0.04 m of textual records.

Arrangement: The Board of Lady Managers was in charge of the Library's subscriptions prior to the merge of the Boards in 1961. The Association took on the responsibility after the merge. Subscriptions from 1935 to 1959 are preserved in file Subscriptions (P155/002/002).

Publication status:

Published

File: P155-001-005 - Accessions

Title: Accessions

Reference code: P155-001-005

Date: 1930-1991 (date of creation)

Scope and content: The file contains source material on the Library's accession of books from 1930 to 1991. It consists of the titles of the books, the authors' names, and the accession numbers that indicate the order in which the books were received.

Physical description: 0.05 m of textual records.

Arrangement: The Board of Lady Managers was in charge of the Library's accession of books prior to the merge of the Boards in 1961. The Association took on the responsibility after the merge. The accession of books prior to 1930 is preserved in the file Accessions (P155/002/003).

Publication status:

Published

File: P155-001-006 - Construction

Title: Construction

Reference code: P155-001-006

Date: [1900?]-1984 (date of creation)

Scope and content: The file contains source material on the construction of the North Hatley Library and various maintenance from 1900 to 1984. It consists of a specification for carpentry, roofing and masonry work on the library, invoices for roof replacement and installation of aluminum storm windows, plans for library expansion and renovation, and a municipal tax slip.

Physical description: 5 textual records. - 2 architectural drawings.

Publication status:

Published

File: P155-001-007 - Correspondence

Title: Correspondence

Reference code: P155-001-007

Date: [193?]-1989 (date of creation)

Scope and content: The file contains primary source information on correspondence with the North Hatley Library Association from the 1930s to 1989. It consists of correspondence between

members of the association and with other individuals and organizations, including announcements to subscribers.

Physical description: 0.04 m of textual records.

Language of the material:

English

Publication status:

Published

File: P155-001-008 - Bequests and Funds

Title: Bequests and Funds

Reference code: P155-001-008

Date: 1965-1984 (date of creation)

Scope and content: The file contains primary source information on the North Hatley Library Association's bequests and funds from 1965 to 1984. It consists of correspondence and information on the Eloise Bergland fund, bequests to the library from the estates of Arthur R. Virgin and Jeanette Blake Virgin, the estate of Alice Colt, the estate of Emily LeBaron and the estate of Leslie B. LeBaron. It also includes correspondence and information on donations made in memory of Elisabeth Cate, Roger N. LeBaron and the Unitarian Universalist Church.

Physical description: 0.02 m of textual records.

Language of the material:

English

Publication status:

Published

File: P155-001-009 - Women's Library Committee

Title: Women's Library Committee

Reference code: P155-001-009

Date: [196?]-1964 (date of creation)

Scope and content: The file contains primary source information on the Women's Library Committee of the North Hatley Library Association from the early 1960s to 1964. It consists of minutes of meetings of the Women's Library Committee.

Physical description: 6 textual records.

Language of the material:

English

Arrangement: The ensuing reports can be found in the Association's minutes (P155/001/002).

Publication status:

Published

File: P155-001-010 - Action Committee

Title: Action Committee

Reference code: P155-001-010

Date: 1979-1980 (date of creation)

Scope and content: The file contains primary source information on the North Hatley Library Association Action Committee from 1979 to 1980. It consists of minutes of meetings of the action committee. This committee was set up to study the possibility of joining the Bibliothèque Centrale des Prêts de l'Estrie after the functions of the McLennan Travelling Libraries were transferred to it and access to books rented from the McLennan Travelling Libraries was no longer possible.

Physical description: 4 textual records.

Language of the material:

English

Publication status:

Published

Series: P155-002 - Administration of the Library

Title: Administration of the Library

Reference code: P155-002

Date: 1901-1989 (date of creation)

Scope and content: The series contains source material on the history, administration, finances, activities, subscription, accession, and visitors of the North Hatley Library (managed by the Board of Lady Managers) from 1901 to 1989. The series consists of minutes, financial records, correspondence, subscriber records, accession records, and a visitor book. The series is comprised of the following files: Minutes (1901-1960), Subscriptions (1935-1959), Accessions ([before 1930]), Visitor Books (1988-1989), Employee files (1982-2009), Librarian's reports (1982-2010), and Deaccessions (1939-1952).

Physical description: 0.21 m of textual records.

Note [generalNote]: The subscription book from 1935-1941 (P155/002/002a) is missing some dates and corresponding subscription records from 1940-1941. This missing information can be found in the subscription book from 1940-1941 (P155/002/002a).

The subscription book entitled W. Edgar preserved in P155/002/002c does not have any recorded dates.

Arrangement: The Board of Lady Managers was in charge of the Library's subscriptions and the accession of books prior to the merge of the Boards in 1961. The Association took over both responsibilities after the merge. Subscriptions from 1963 to 1989 are preserved in the file Subscriptions (P155/001/004). The accession of books from 1930 to 1991 is preserved in the file Accessions (P155/001/005).

Publication status:

Published

File: P155-002-001 - Minutes

Title: Minutes

Reference code: P155-002-001

Date: 1901-1960 (date of creation)

Scope and content: The file contains source material on the history, administration, finances, and activities of the North Hatley Library (managed by the Board of Lady Managers) from 1901 to 1960. It consists of minutes, financial reports, and correspondence. It also consists of the Articles of Incorporation of the Association.

Physical description: 0.07 m of textual records.

Publication status:

Published

File: P155-002-002 - Subscriptions

Title: Subscriptions

Reference code: P155-002-002

Date: 1935-1959 (date of creation)

Scope and content: The file contains source material on North Hatley Library subscriptions from 1935 to 1959. It consists of the names of subscribers (and in some cases their addresses), the length of their subscriptions, records of money paid by the subscribers and the money they owed. The entries are accompanied by dates. It also consists of signs indicating subscription rates.

Physical description: 0.075 m of textual records.

Language of the material:

English

Note [generalNote]: The subscription book from 1935-1941 (P155/002/002a) is missing some dates and corresponding subscription records from 1940-1941. This missing information can be found in the subscription book from 1940-1941 (P155/002/002a).

The subscription book entitled W. Edgar preserved in P155/002/002c does not have any recorded dates.

Arrangement: The Board of Lady Managers was in charge of the Library's subscriptions prior to the merge of the Boards in 1961. The Association took over the responsibility after the merge. Subscriptions from 1963 to 1989 are preserved in the file Subscriptions (P155/001/004).

Publication status:

Published

File: P155-002-003 - Accessions

Title: Accessions

Reference code: P155-002-003

Date: [before 1930] (date of creation)

Scope and content: The file contains source material on the North Hatley Library's accession of books before 1930. It consists of the titles of the books, the authors' names, and the accession numbers that indicate the order in which the books were received.

Physical description: 0.02 m of textual records.

Arrangement: The Board of Lady Managers was in charge of the Library's accession of books prior to the merge of the Boards in 1961. The Association took on the responsibility after the merge. The accession of books from 1930 to 1991 is preserved in the file Accessions (P155/001/005).

Publication status:

Published

File: P155-002-004 - Visitor Books

Title: Visitor Books

Reference code: P155-002-004

Date: 1988-1989 (date of creation)

Scope and content: The file contains source material on visitors to the North Hatley Library from 1988 to 1989. It consists of the names of visitors, the dates of their visits, and a few brief comments.

Physical description: 0.02 m of textual records.

Note [generalNote]: Title based on contents of file.

Publication status:

Published

File: P155-002-005 - Employee files

Title: Employee files

Reference code: P155-002-005

Date: 1982-2009 (date of creation)

Scope and content: The file contains primary source information on North Hatley Library employees from 1982 to 2009. It consists of correspondence, agreements, resumes, job descriptions and reports.

Physical description: 0.005 m of textual records.

Language of the material:

English

Publication status:

Published

File: P155-002-006 - Librarian's Reports

Title: Librarian's Reports

Reference code: P155-002-006

Date: 1985-2010 (date of creation)

Scope and content: The file contains primary source information on the North Hatley Library Librarian's Reports from 1985 to 2010. It consists of reports written by the library's paid librarian at the time for annual meetings.

Physical description: 0.05 m of textual records.

Language of the material:

English

Publication status:

Published

File: P155-002-007 - Deaccessions

Title: Deaccessions

Reference code: P155-002-007

Date: 1939-1952 (date of creation)

Scope and content: The file contains primary source information on North Hatley Library deaccessions from 1939 to 1952. It consists of lists of books donated by the North Hatley Library to the Lennoxville Library, the East Hatley Library and the Massawippi Library.

Physical description: 6 textual records.

Language of the material:

English

Publication status:

Published

Series: P155-003 - Special Events and Projects

Title: Special Events and Projects

Reference code: P155-003

Date: 1974-2000 (date of creation)

Scope and content: The series contains primary source information about North Hatley Library Association's special events and projects from 1901-2010. It consists of correspondence, lists, an invitation and texts of speeches given. The series is comprised of the following files: Local Authors Project (1974-1990), Views of North Hatley (1990, 1993), Stenciling Show (2000), Book launch (1991), and Jeanette Virgin Room (1986).

Physical description: 0.015 m of text records.

Language of the material:

English

Publication status:

Published

File: P155-003-001 - Local Authors Project

Title: Local Authors Project

Reference code: P155-003-001

Date: 1974-1990 (date of creation)

Scope and content: The file contains primary source information on authors who lived in North Hatley discovered from 1974 to 1990. It consists mainly of correspondence with various authors who lived in North Hatley and a study report.

Physical description: 0.01 m of textual records.

Language of the material:

English

Publication status:

Published

File: P155-003-002 - Views of North Hatley

Title: Views of North Hatley

Reference code: P155-003-002

Date: 1990, 1993 (date of creation)

Scope and content: The file contains primary source information about artworks depicting North Hatley views from 1990 and 1993. It consists of lists of artworks representing the various views of North Hatley and their artists.

Physical description: 2 textual records.

Language of the material:

English

Publication status:

Published

File: P155-003-003 - Stencilling Show

Title: Stencilling Show

Reference code: P155-003-003

Date: 2000 (date of creation)

Scope and content: The file contains primary source information about the North Hatley Library's stencil show in 2000. It consists of a list of names and what appear to be different stencil names.

Physical description: 1 textual record.

Language of the material:

English

Publication status:

Published

File: P155-003-004 - Book launch

Title: Book launch

Reference code: P155-003-004

Date: 1991 (date of creation)

Scope and content: The file contains primary source information about a book launch from 1991. It consists of correspondence on the subject.

Physical description: 1 textual record.

Language of the material:

English

Publication status:

Published

File: P155-003-005 - Jeanette Virgin Room

Title: Jeanette Virgin Room

Reference code: P155-003-005

Date: 1986 (date of creation)

Scope and content: The file contains source material on the opening of the North Hatley Library's Jeanette Virgin Room from 1986. It consists of an note of absence, an invitation to the official opening, and the text of the speeches given by Nicole Clément and Elizabeth Griffin on the occasion of the official opening of the expanded and renovated North Hatley Library on May 31, 1986.

Physical description: 4 textual records.

Language of the material:

English

Publication status:

Published
