

Guide to the Peters Township Public Library records, 1956-2025

Summary Information

Collection No.:	MS 2021-057
Title:	Peters Township Public Library records
Inclusive Dates:	1956-2025
Author:	Nancy Martin
Repository:	Peters Township Public Library Archives 616 East McMurray Road McMurray, PA 15317
Creator:	Peters Township Public Library
Extent:	28 boxes, 5 oversize folders
Language of materials:	All materials are in English.
Abstract:	Records consist of documents and photographs created or accumulated by the Peters Township Public Library while carrying out its mission to empower individuals to learn, explore, and connect by providing enriching programs, services, and access to information.

Biography/History

The Women's Club of Peters Township first proposed the idea of establishing a community library in Peters Township in 1956. The Club began fundraising and accepted donations of used books from libraries and private citizens. The library opened in a corner of the Peters Township High School Library, located in the addition to the original high school building on East McMurray Road, in October of 1957. Virginia Lintz, a former cataloguer at the Carnegie Library in Homestead, served as chairperson of the Women's Club's

library committee. At the time of its opening, the library was open nine hours each week and staffed by members of the Women's Club.

On January 28, 1961, the library opened in a new location, across East McMurray Road from the high school, in the basement of the Peters Township School District's newly acquired school administration building. Until 1962, the library was staffed and run solely by members of the Women's Club of Peters Township. In 1962, due to rising circulation, the Women's Club began asking members of the community to serve as volunteer library desk workers. This volunteer desk worker program continued until 1971.

The library quickly outgrew its second location. In 1964, the Library Board petitioned the Township Board of Supervisors to permit the library to occupy the second floor of the new township municipal building that was then under construction. The Board of Supervisors agreed and the library held an open house in its new location on September 26, 1965.

Barbara Minor was instrumental in the growth and development of the library in the 1960s and early 1970s. She served as Chairperson of the Library Board for 12 years, serving until her death in 1974. It was under her leadership that sponsorship of the library passed from the Women's Club to the Township in 1966, ensuring the library's financial security and paving the way for it to receive state aid.

The library's first paid employee, a non-professional, was hired on a part-time basis on October 1, 1966. A full-time professional was hired in September 1967.

In January of 1970, the Women's Club founded the Peters Township Friends of the Library with the aim of promoting the library.

Librarian Betty Kinskey established a weekly children's storytime in the early 1970s. The summer of 1974 saw the cancellation of its summer storytime hours and annual summer reading program due to inadequate facilities. To help alleviate the space crisis, the township supervisors began meeting in the township's new fire hall and turned over the municipal building's meeting room to the library.

In January of 1975, Pier Lee joined the library as head librarian and the renovation of the former township maintenance garage that would house the library began. On a single Saturday in late October of 1976, a single-file boy scout "book brigade" linking the old and new libraries moved 24,000 books, 2,000 magazines and 960 records out of the township municipal building, across the parking lot, and into the library's new location at 200 Municipal Drive. The new library opened to the public in November of 1976. It was the first time the library had its own dedicated building.

In 1982, the Peters Township Library joined the Washington County Library System and circulation increased significantly. A 4,000 square foot addition to the library opened to the public on June 2, 1985.

In the fall of 1993, Peters Township Library became the first in Washington County and the only suburban library in the Pittsburgh area to offer an online public access catalog (OPAC). Free Internet access arrived at the library in 1996.

In April of 1999, the library moved to a purpose-built 23,000 square foot library building at 616 E. McMurray Road. In 2000, Hennen's American Public Library Ratings Index (HAPLR) designated the library a "Top Ten American Library", ranking it fourth in the nation among libraries serving communities with populations between 10,000 and 24,999 residents.

In April of 2008, a 4,800 square foot addition to the library was dedicated. The library won the "Best Practices Award for Programming and Services to Children under the Age of Six, Their Families and Caregivers" in 2006 for its "Bodies in Motion" program.

Head librarians/library directors have included Jean Marsh (1967), Patience Jackson (1967-1968), Cassandra Politan (1968-1969), Barbara Bonheyo (1970), Betty Howarth (1970), Betty Kinskey (1970-1974), Pier Lee (1975-2015), Myra Oleynik (2015-2020), Sue Miller (interim director in 2020) and Lacey Love (2020-present).

The library celebrated its 60th anniversary in 2017.

Scope and Content Note

The Peters Township Public Library records include documents, scrapbooks and photographs created or accumulated by the library while serving the Peters Township community between 1957 and the present. Records include historical scrapbooks of library happenings, collection management files, Library Board agendas and meeting minutes, Director's files, Friends of the Peters Township Public Library records, programs and services files, and awards and anniversaries files.

Arrangement

The records are arranged in 7 series:

- Series I. Library happenings scrapbooks and files, 1956-present
- Series II. Collection management files, 1956-2016
- Series III. Library Board records, 1957-2020
- Series IV. Director's files, 1956-2024
- Series V. Friends of the Peters Township Public Library files, 1970-2015
- Series VI. Programs and services files, 19870s-2024
- Series VII. Awards and anniversaries files, 1967-2017

Administrative Information

Access Restrictions:

No restrictions.

Finding Aids:

Folder lists are available for each series or sub-series. They can be found in the “Contents List” section of this guide.

Acquisition Information:

The records were acquired from the Women’s Club of Peters Township and from Library staff.

Custodial History:

The early records, created and accumulated by the Women’s Club of Peters Township, were transferred to the library and then to the Archives.

Accruals Note:

Further accruals are expected.

Preferred Citation:

Peters Township Public Library Archives, MS 2021-057 Peters Township Public Library records.

Processing Information:

This collection was arranged and described by Nancy Martin in 2025.

Copyright/Conditions Governing Use:

Copyright restrictions may apply. For permission to reproduce or publish materials from this collection, please contact the Peters Township Public Library Archives.

Related Materials:

- MS 2023-077 Women’s Club of Peters Township records
- MS 2024-005 Peters Township Public Library Archives map collection

Separated Materials:

Oversized items are stored separately from the boxed materials. Their specific location is noted in the “Contents List” section of this guide.

Rights Statement for this Archival Description:

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Sources Consulted:

The following sources were consulted in the creation of this finding aid:

- The records of the Peters Township Public Library
- *Peters Township Library: Serving a Community* by the Women's Club of Peters Township, 1964
- *A History of Peters Township Library*, 1971
- *A history of the Peters Township Public Library* by Abigail M. Hull, circa 2012

Contents List

Series I. Library happenings scrapbooks and files, 1956-present

Series Extent: 8 boxes

Series Scope and Content Note: Series consists of press clippings, photographs, newsletters, program descriptions, brochures and additional documentation documenting the activities of the Peters Township Public Library accumulated by the Women's Club of Peters Township and, later, by library staff. The series, arranged chronologically, provides a comprehensive overview of the library's history from 1956 until the present. Documents dating from 1956 until 2003, were organized by library staff into scrapbooks. Documents dating from 2004 until the present, are organized into file folders.

Box	Folders	Dates
Box 1	Folders 1-20	1956-1974
Box 2	Folders 1-2	1975-1976
Box 3	2 scrapbooks	1976-1982
Box 4	2 scrapbooks	1965-2002
Box 2	Folders 3-16	1987-1998
Box 5	Folders 1-20	1999-2008
Box 6	Folders 1-20	2009- 2014

Box 7	Folders 1-21	2015-2022
Box 8	Folders 1-11	2023-2025

Series II. Collection management files, 1956-2016

Series Extent: 13 folders

Series Scope and Content Note: Series consists of textual documents relating to the growth and circulation of the library's collection. Records include book inventory reports, and circulation, registration and meeting room usage statistics. Some of the earlier notebooks also record library receipts and expenditures, and Girl Scout volunteer hours.

Box	Folders	Dates
Box 9	1-12	1956-2016
Box 27	1	1977-1981

Series III. Library Board records, 1957-2020

Series Extent: 6 boxes, 7 folders

Series Scope and Content Note: Series consists of records created or accumulated by the Peters Township Public Library Board while providing administrative oversight of the library's operations.

Series is arranged in 2 subseries:

- i. Library Board meeting agendas and minutes, 1958-2020
- ii. Library Board administration files, 1957-2019

Subseries i. Library Board meeting agendas and minutes, 1958-2020

Subseries Extent: 6 boxes

Subseries Scope and Content Note: Subseries consists of agendas and minutes of the monthly meetings of the Peters Township Public Library Board, and related documentation. The related documentation includes monthly Librarian's/Library Director's reports, financial statements, statistics, policies and procedures, and program flyers. Subseries is arranged chronologically.

Note: Please be advised that Library Board meeting agendas and minutes dating from 2018 until the present can be accessed online through the "Library Administration & Mission" page of the Peters Township Public Library website (www.ptlibrary.org)

Box	Folders	Dates
Box 9	13-24	1958-1981
Box 10	1-26	1982-2003
Box 11	1-20	2004-2013
Box 12	1-17	2014-2017(Sept)
Box 13	1-16	2017 (Oct)-2020 (Jan)
Box 14	1-4	2020 (Feb-July)

Subseries ii. Library Board administration files, 1957-2019

Subseries Extent: 7 folders

Subseries Scope and Content Note: Subseries consists of Library Board membership lists and meeting attendance records, correspondence, including letters of appointment and resignation, reports, and by-laws.

Box 14	Folder title	Dates
Folder 5	Library Board member contact information and term expiration lists	1957-2008
Folder 6	Library Board by-laws	1960s, 1999, 2004
Folder 7	Library Board correspondence	1967, 1993-2008
Folder 8	Library Board meeting attendance records	1987-2008, 2015
Folder 9	Letters of appointment to and resignation from the Library Board	1990-2011
Folder 10	Library Board of Trustees reports	2008, 2012, 2013
Folder 11	Peters Township Board Member Handbook	2019

Series IV. Director's files, 1956-2024

Series Extent: 8 boxes

Series Scope and Content Note: Series consists of records created and accumulated by the Library Director and their predecessors including the Women's Club of Peters Township and former head librarians. Series includes annual reports, financial records, grant applications and reports, building management and fundraising files, records relating to the library's role as part of the Washington County Library System, policies and procedures, special projects, staffing and miscellaneous files, and correspondence.

Series is arranged in 12 subseries:

- i. Annual reports, 1985-2024
- ii. Public Library Annual Reports for the State Library of Pennsylvania, 1968-1998
- iii. Financial records, 1956-2013
- iv. Grant applications and reports, 1967-2014
- v. Building management files, 1964-2015
- vi. Fundraising files, 1977-2019
- vii. Washington County Library System, 1971-2025
- viii. Policies and procedures files, 1962-2007
- ix. Special projects files, 1964-2013
- x. Staffing files, 1970-2006
- xi. Director's correspondence, 1970-2017
- xii. Miscellaneous files, 1965-2023

Subseries i. Annual reports, 1985-2024**Subseries Extent:** 5 folders

Subseries Scope and Content Note: Subseries consists of annual reports created by the Peters Township Public Library. The reports document the operations of the library including its facilities, holdings, circulation, programming, staff, hours of operation, and accomplishments.

Box	Folders	Dates
Box 14	Folders 12-16	1985-2024

Subseries ii. Public Library Annual Reports for the State Library of Pennsylvania, 1968-1998**Subseries Extent:** 7 folders

Subseries Scope and Content Note: Subseries consists of Public Library Annual Reports completed by the Peters Township Public Library and submitted to the State Library of Pennsylvania as required by law. The reports document the population served by the library, the number of registered library users, library personnel, collection size and circulation, library finances, staff salaries, and information about the library board.

Box	Folders	Dates
Box 14	Folders 17-23	1968-1998

Subseries iii. Financial records, 1956-2013**Subseries Extent:** 25 folders

Subseries Scope and Content Note: Subseries consists of a variety of financial records relating to the receipts and expenditures of the library. Records include proposed annual budgets, monthly and annual financial reports, balance sheets, deposit summaries, deposit details, and budget comparisons.

Related Material: Financial statements can also be found in Series III, Subseries i Library Board meeting agendas and minutes.

Box 14	Folder title	Dates
Folder 24	Receipts and expenditures ledgers	1956-1966
Box 22		
Folders 1 to 3	Receipts and expenditures ledgers	1965-1969
Box 15		
Folders 1-2	Receipts and expenditures ledger pages	1977-1981
Folders 3-5	Proposed annual budgets	1967, 1979-2010
Folders 6-21	Monthly financial reports	2003 (June), 2009-2013

Subseries iv. Grant applications and reports, 1967-2014

Subseries Extent: 29 folders

Subseries Scope and Content Note: Subseries consists of grant applications made by the Peters Township Public Library for funding, reports by the library detailing how it spent the grant money it received, and related records. Files are arranged alphabetically by name of the grant and then chronologically.

Box 15	Folder title	Dates
Folder 23	Request for funds from Bell Atlantic for Library's technology plan	1997
Folder 24	Application for Bill & Melinda Gates Foundation grant	2001
Folder 25	Application for International City/County Management Association (ICMA) Public Library Innovation Grant	2008
Folder 26	Grant application for Keystone Fund for new library building	1997
Box 16		
Folder 1	Working notes for Keystone Grant for library addition	2005-2006
Folder 2	Application for Keystone Recreation, Park and Conservation Fund grant for library addition	2006
Folder 3	Records relating to PTPL's fulfillment of terms for the Keystone Grant for the library addition	2007-2009
Folder 4	Quarterly Financial and Narrative Report, Keystone Grant	2007 (April-June)
Folder 5	Quarterly Financial and Narrative Report, Keystone Grant	2007 (July-Sept)
Folder 6	Quarterly Financial and Narrative Report, Keystone Grant	2007 (Oct-Dec)
Folder 7	Quarterly Financial and Narrative Report, Keystone Grant	2008 (Jan-March)
Folder 8	Quarterly Financial and Narrative Report, Keystone Grant	2008 (April-June)
Folder 9	Quarterly Financial and Narrative Report, Keystone Grant	2008 (July-August)

Folder 10	Final Financial and Narrative Report, Keystone Grant	2009
Folder 11	Application for a Library PEN/connect grant for PTPL's web-based catalog and a library report on the use of the funds	1998
Box 22		
Folder 4	Library Services & Construction Act (LCSA) agreements between the Peters Township Library and the Pennsylvania State Library	1967
Box 16		
Folder 12	Application for a Library Services & Construction Act (LCSA) grant for a library addition	1983
Folder 13	Application for a Library Services & Construction Act (LCSA) grant for youth program kits for Washington County libraries	1984
Folder 14	Application for a Library Services & Technology Act (LSTA) grant to update and expand public access computers at PTPL and a library report on the use of the funds	1998-1999
Folder 15	Application for a Library Services & Technology Act (LSTA) grant for computer equipment for people with impaired vision and a library report on the use of the funds	2001-2002
Folder 16	Application for a Library Services & Technology Act (LSTA) grant for PTPL's iBistro Center	2002
Folder 17	Requests for grants from Mellon Bank's Johnson Trust	1988-2000
Folder 18	Requests for grants from Mellon Bank's Johnson Trust	2001-2014
Folder 19	Municipal Project Funding Request proposal	2007
Folder 20	Application for a National Endowment for the Humanities Challenge Grant	1997
Folder 21	Application for Office of Commonwealth Libraries grant for "Senior Spaces"	2010
Folder 22	Application for assistance from the PA Department of Community and Economic Development to purchase computers	1999
Folder 23	Application for Ronald McDonald House Charities grant to purchase shelving and a library report on the use of the funds	1998-1999
Folder 24	Lists of grants received by PTPL, 1997-2005	2002-2005

Subseries v. Building management files, 1964-2015

Subseries Extent: 2.5 boxes

Subseries Scope and Content Note: Subseries consists of documents and photographs relating to the planning, funding, construction, furnishing, relocation of holdings, and dedication of Peters Township Public Library buildings and additions. Records are arranged in roughly chronological order.

Box 28	Folder title	Dates
Folder 8	A history of the library to 1961; scrapbook pages documenting the library's move from Peters Township High School to the basement of the Peters Township School District administration building in 1961	1959-1961
Box 16		
Folder 25	Library furniture fund file	1964-1968
Folder 26	Library Building Committee records	1967-1971
Box 17		
Folder 1	Library Building Committee records	1971-1972
Drawer 14		
Folder 4	Sketch & architectural drawings by architect Malcolm W. Moore of the former township maintenance building renovated to house new library	1975-1983
Box 17		
Folder 2	1976 relocation "Book Brigade" photographs	1976
Box 22		
Folder 5	Floor plans for 1976 library building	1976
Box 27		
Folder 20	Photographs and slides of the interior of the library at its 200 Municipal Drive location	1976-1983
Folder 21	Slides of the interior and exterior of the library at its 200 Municipal Drive location	1979-1980
Box 17		
Folder 3	PT Library Development Fund deposits and expenditures	1976-1977
Folder 4	Addition to 1976 library file	1980-1985
Folder 5	Library building fund donations notebook	1984-1985
Box 25		
Folder 2	Photographs of the dedication of the addition to the library building at 200 Municipal Drive	1985
Folders 3-5	Photographs of the interior of the library building at 200 Municipal Drive	1990s
Folder 6	Photographs of the exterior of the library building at 200 Municipal Drive	1998
Box 17		

Folder 6	Proposed expansion of existing library building (not undertaken)	1995
Folder 7	Records relating to proposed new library building	1987-1997
Box 25		
Folder 1	Photographs of the Youth Services Department	1980s-1990
Drawer 14		
Folder 5	Proposed ground level and upper-level floor plans for the new library building	1997
Box 17		
Folder 8	Library Funding Campaign Steering Committee agendas and minutes	1997-1998
Folder 9	New library building planning and construction file	1997-1998
Folder 10	Move to new library building announcement and plan	1997-1998
Folder 11	Records relating to the purchase of furnishings for the new library	1995-1998
Folder 12	Records relating to the purchase of furnishings for the new library	1999
Box 25		
Folder 7	Photographs of the groundbreaking for the new library building at 616 E. McMurray Road	1998 (April 4)
Folder 8	Photographs of the demolition of the building where the new library will be located	1998
Folders 9-13	Photographs of the construction of the new library building at 616 E. McMurray Road	1998-1999
Box 17		
Folder 13	New library construction progress meeting minutes	1998
Folder 14	PTPL and PT elementary schools read-a-thon campaign file	1998
Folder 15	New library building Time Capsule Ceremony file	1998
Folder 16	Building for the New Century of Knowledge: List of contributors to new library building	1998-1999
Folder 17	Building for the New Century of Knowledge: List of contributions including the Buy a Brick Program	1998-1999
Box 25		
Folder 14	Photographs of packing up books for move to new library building and "Moving Out" party	1999
Folder 15	Photographs of moving books from 200 Municipal Drive to 616 E. McMurray	1999
Folders 16-19	Photographs of the interior of the new library building at 616 E. McMurray Drive before it opened to the public	1999

Box 22		
Folder 6	Building for the New Century of Knowledge: Spreadsheet of fundraising campaign contributions including amount pledged and any special instructions	1999
Box 25		
Folders 20-21	Photographs of the dedication and grand opening ceremony of the new library building at 616 E. McMurray Road	1999 (April 17)
Box 28		
Folder 4	Photographs of the new library building at 616 E. McMurray Road & of the 2008 addition (3 DVDs)	1999, 2008
Box 17		
Folder 18	PTPL new building dedication and grand opening ceremony file	1999, 2003
Folder 19	Photographs and video of the new library building's exterior and Ronald McDonald Charities area	1999
Drawer 14		
Folder 3	Sketch of new library building by B. Jamma Smith (original & 2 copies)	1999
Box 23		
Folder 3	Congratulatory citation by the PA House of Representatives on the occasion of the dedication and grand opening of the library's new building	1999
Box 25		
Folder 22	Photographs of the library's new automatic entry doors	1999
Folder 23	Miscellaneous photographs of the interior of the library building at 616 E. McMurray Road	Early 2000s
Box 18		
Folder 1	Library building expansion campaign and dedication file	2004-2008
Folder 2	Library pond and waterfall project file (Eagle Scout service project)	2005
Drawer 14		
Folder 2	Architectural drawings by RSSC Architecture for the addition and renovation to Peters Township Public Library	2007
Box 18		
Folder 3	List of contributors to fundraising campaign for library addition	2008
Folder 4	Dedication of Local History Room file	2008
Drawer 14		
Folder 3	"A Vital Library: Visioning exercise for the PTPL", a report by Hayes Large Architects	2013
Folder 2	Architectural drawings by RSSC Architecture for renovations to	2015

	Peters Township Public Library	
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Subseries vi. Fundraising files, 1980s-2019

Subseries Extent: 2 boxes

Subseries Scope and Content Note: Subseries consists of documents and photographs relating to the planning and execution of various fundraisers by the Peters Township Public Library and its Friends group. The fundraisers include the Spring Festival of Music, benefit dances, a live art auction, and the annual Taste of the Township event. Subseries is arranged in chronological order.

Box 25	Folder title	Dates
Folder 24	Photographs of miscellaneous donations to the library	1980s
Folder 25	Photographs of library Christmas sales	1980s-1990
Folder 26	Photographs of a bazaar and card party fundraiser by the Women's Club of Peters Township	1986
Folder 27	Photographs of a library craft sale held at PTHS	Late 1980s?
Folder 28	Photographs of a holiday bunny raffle	1990s
Folder 29	Photographs of a fundraising dinner and dance at which Big Band Memories performed	1990s
Folder 30	Photographs of a library food fundraiser	1990s
Folder 31	Photographs of a library book sale	1990s?
Box 18		
Folder 6	Bequests to the Library	1986-1993
Folder 7	Spring Festival of Music benefit concert programs	1987-1997
Folder 8	Spring Festival of Music program advertisement sales	1988, 1995-1997
Folder 9	Friends of the Library annual benefit dance file	1992-2001
Box 25		
Folder 32	Photographs of a Women's Club of Peters Township luncheon at Nemacolin Woodlands	1993 (May 25)
Folder 33	Photographs of a Women's Club of Peters Township luncheon	1995 (May 23)
Folder 34	Photographs of a Women's Club of Peters Township luncheon at Southpointe Country Club	1996
Folder 35	Photographs of a library pumpkin sale	1996
Folder 36	Photographs of an author book signing and craft sale	1996
Folder 37	Photographs of a Friends of the Library annual benefit dance	1997

Folder 38	Photographs of donations to the new library fund	1998
Folder 39	Photographs of a donation from Mellon Bank	1998
Folder 40	Photographs of a Friends of the Library craft sale	1999 (summer)
Folder 41	Photographs of a Christmas holiday sale	1999?
Box 28		
Folder 2	Photographs of a library fundraising dance	late 1990s or early 2000s
Box 18		
Folder 10	Duquesne University donation file	2002
Folder 11	Live Art Auction fundraiser file	2005
Folder 12	Taste of the Township fundraiser file	2002-2005
Folder 13	Taste of the Township fundraiser file	2006-2009
Folder 14	Taste of the Township fundraiser file	2010-2013
Folder 15	Taste of the Township fundraiser file	2014-2016
Box 28		
Folder 5	Photographs of Taste of the Township in which people are identified by name (1 DVD)	2005
Box 25		
Folders 42-43	Photographs of Taste of the Township	2005
Folders 44-46	Photographs of Taste of the Township	2006
Folders 47-48	Photographs of Taste of the Township	2007
Folder 49	Photographs of a library cookbook sale	2012
Folder 50	Photographs of Taste of the Township gift basket assembly	2015
Folder 51	Photographs of Taste of the Township	2015
Box 18		
Folder 16	Summary of major grants and fundraisers pamphlets	2013, 2015
Folder 17	Library Foundation annual appeals	2017-2019

Subseries vii. Washington County Library System files, 1971-2025

Subseries Extent: 6 folders

Subseries Scope and Content Note: Subseries consists of records relating to the Peters Township Public Library's membership in the Washington County Library System. Subseries includes records relating to the

establishment of the Washington County Library System in 1982, System by-laws, and information about the distribution of county and state aid to System libraries. Subseries is arranged in chronological order.

Box 18	Folder title	Dates
Folder 18	Minimum Standards and Guidelines for Pennsylvania Local Libraries, District Library Centers and Public Library Systems Receiving State Aid	1971-1981
Folder 19	Washington County Library System Board and Advisory Committee records	1979-1982
Folder 20	Washington County Library System Board and Advisory Committee records	1982
Folder 21	Washington County Library System file	1982-1996
Folder 22	Washington County Board of Commissioners meetings file	2015-2019
Box 23		
Folder 11	Washington County Board of Commissioners proclamations of National Library Week	2009-2025 (incomplete)

Subseries viii. Policies and procedures files, 1962-2007

Subseries Extent: 10 folders

Subseries Scope and Content Note: Subseries consists of policies and procedures adopted and implemented by the Peters Township Public Library. Subseries includes manuals of library policies and procedures, personnel policy manuals, and building- and technology-related procedures. Subseries is arranged in roughly chronological order.

Box 18	Folder title	Dates
Folder 23	Library policies and procedures manuals	1962-1970s
Folder 24	Library policies and procedures manuals	probably 1970s-1980s
Box 27		
Folder 2	Deskworkers' Manual	1968
Folder 3	Deskworkers' Manual	1974-1978
Folder 4	Deskworkers' Manual	1979
Box 18		
Folder 25	Miscellaneous library procedures	1979-1991
Folder 26	Personnel policy manuals	1990-2007

Folder 27	Building-related policies and procedures	1999-2000s
Folder 28	Technology-related policies and procedures	probably 2000s
Folder 29	Pennsylvania Child Internet Protection Act certification and notification	2005

Subseries ix. Special projects files, 1964-2013

Subseries Extent: 17 folders

Subseries Scope and Content Note: Subseries consists of records relating to special projects undertaken by the Peters Township Public Library. These projects include library surveys, the conversion of the library's catalog cards to digital files, and the library's adoption of an Integrated Library System (ILS). Subseries is arranged in chronological order.

Box 19	Folder title	Dates
Folder 1	Peters Township Women's Club's 1962-1964 Community Improvement Program report on the public library	1964
Folder 2	Peters Township Bicentennial Committee and celebration file	1974-1976
Folder 3	Telephone survey for Peters Township Library	1983
Folder 4	Brodart's digital conversion of library catalog cards file	1992
Folder 5	"Help your library help you" survey results; Draft of Technology Survey	undated
Box 25		
Folder 52	Photographs of ribbon cutting to mark library Internet access	1997
Box 19		
Folder 6	PTPL Client/Server Integrated Library System request for proposal (RFP) and proposals	1998
Folder 7	Online Access to the Periodical and Reference Database Program file	1998-2003
Folder 8	PTPL Technology Plan file	1998-2006
Box 22		
Folder 7	Peters Township Public Library strategic plans	2004, undated
Box 19		
Folder 9	Library Survey Sub-Committee Report	2008
Folder 10	Library survey promotions, survey results and completed survey forms	2009
Folder 11	Completed library survey forms	2009

Folder 12	Completed library survey forms	2009
Folder 13	Completed library survey forms	2009
Folder 14	Completed library survey forms	2009
Box 25		
Folder 53	Photographs advertising new Power Library portal	2013

Subseries x. Staffing files, 1970-2006

Subseries Extent: 16 folders

Subseries Scope and Content Note: Subseries consists of documents relating to library staffing, and photographs of library employees. Subseries is arranged in chronological order.

Box 25	Folder title	Dates
Folder 54	Miscellaneous photographs of library staff	1970s-2003
Box 19		
Folder 15	Head Librarian Betty Lou Howarth Kinskey	1970, 1974
Folder 16	Staff Certificates of Public Librarianship	1975-1997
Folder 17	Library staff schedules	1984, 1990
Box 25		
Folder 55	Photographs of staff Christmas lunch	1990
Folder 56	Photographs of staff Christmas lunch	1994
Box 19		
Folder 18	Staff lists (SSNs redacted)	1990s
Folder 19	Library desk staff schedules	1993-1997
Folder 20	Staff positions and job descriptions	1989, 1998-2004
Folder 21	Hiring for position of Automation System/Reference Librarian file	2001
Box 25		
Folder 57	Photographs of Eileen Theron's retirement party	2001
Folder 58	Photographs of staff Christmas lunch	2001
Folder 59	Photographs of staff Christmas lunch	2002
Folder 60	Photographs of staff Christmas lunch	2003
Box 19		
Folder 22	Blank employee and library director evaluation forms	2005
Folder 23	Library staff benefits file	2005-2006

Subseries xi. Director's correspondence, 1956, 1970-2017**Subseries Extent:** 1 folder

Subseries Scope and Content Note: Subseries consists of miscellaneous incoming and outgoing correspondence and memos of the Library Director of the Peters Township Public Library and their predecessors, including a 1956 letter from the Secretary of the Women's Club of Peters Township to the Farm Women of Peters Township requesting a donation for the proposed community library. Subseries is arranged in chronological order.

Box 19	Folder title	Dates
Folder 24	Director's correspondence	1956, 1970-2017

Subseries xii. Miscellaneous files, 1965-2023**Subseries Extent:** 22 folders

Subseries Scope and Content Note: Subseries consists of miscellaneous records created or accumulated by the Director of the Peters Township Public Library and their predecessors. Records include press clippings, photographs, lists of library equipment, and documents relating to the history of the library. Subseries is arranged in roughly chronological order.

Box 19	Folder title	Dates
Folder 25	Library legislation	1965-1967
Folder 26	Documents relating to the history of the Peters Township Public Library	1971-2017
Folder 27	Pier Lee professional biography	undated
Folder 28	Pier Lee business cards	undated
Folder 29	PTPL library cards	undated
Box 28		
Folder 1	Miscellaneous oversize library photographs	1980s-1990s
Box 25		
Folder 61	Miscellaneous library photographs	1980s-2000s
Folder 62	Photographs of the library hat and glove tree	1989, 1995
Box 19		

Folder 30	Miscellaneous documents	1982-1995
Folder 31	Local library plans for the use of state aid	1985-1993
Folder 32	Library equipment lists	1994
Folder 33	Miscellaneous reports	1994-2005
Box 25		
Folder 63	Photographs of a quilt display	1995
Folder 64	Photographs of a parrot in the library	1990s
Folder 65	Photographs of an unidentified library-related gathering	1990s?
Folder 66	Photographs of the dedication of the new Peters Township VFW Ambulance Service building	1997
Folder 67	Photographs of a doll display	1998
Box 19		
Folder 34	<i>Seeing Past the Stacks: A History of the Peters Township Public Library</i> by Abigail Hull	circa 2012
Box 20		
Folder 1	DVD of photographs from the dedication of Pier Lee's 40 th anniversary portrait on December 22, 2014	2014
Folder 2	Press clippings about the hiring of Myra Oleynik as Library Director	2015
Folder 3	Press clippings about the hiring of Lacey Love as Library Director	2020
Folder 4	Library Foundation member Maura Kelly's Character Counts Recognition Award	2023

Series V. Friends of the Peters Township Public Library files, 1970-2015

Series Extent: 13 folders

Series Scope and Content Note: Series consists of records created or accumulated by the Friends of the Peters Township Library while carrying out its mission to support and promote the library. Series includes the Friends' by-laws, correspondence, financial records, membership brochures and lists, meeting agendas, and certificates of recognition.

Box 27	Folder title	Dates
Folder 6	By-laws	1970-1974
Folder 7	Lists of officers	1970-1973, 1999
Folder 8	Meeting agendas and minutes	1970-1975
Folder 9	Treasurer's reports	1972-1978

Folder 10	Correspondence	1970-2010
Folder 11	Membership forms	1970s-2000s
Folder 12	Membership lists	1970-1976
Folder 13	Library Booster Day	1970s
Folder 14	Banking records	1971-1985
Folder 15	Record of receipts and expenditures	1970-1979
Folder 16	Receipts and expenditures ledger	1979-1984
Folder 17	Record of receipts and expenditures	1984-1985
Folder 18	Certificates of recognition	1999-2015

Series VI. Programs and services files, 1970s-2024

Series Extent: 4 boxes

Series Scope and Content Note: Series consists of records relating to the Peters Township Public Library's provision of programs and services.

Series is arranged in 5 subseries:

- i. Miscellaneous programs and services files, 1978-2016
- ii. Reference Department annual reports, 2005-2016
- iii. Novel November files, 2017-2024
- iv. Photographs of Adult Services programs, 1970s-2013
- v. Photographs of Youth Services programs, 1970s-2013

Subseries i. Miscellaneous programs and services files, 1978-2016

Subseries Extent: 20 folders

Subseries Scope and Content Note: Subseries consists of miscellaneous library program and services records including general library brochures, library program flyers, library services brochures, program guest books, and files relating to specific library programs offered by the library.

Box 22	Folder title	Dates
Folder 8	Library newsletters	1978-1983
Box 20		

Folder 5	Program rules and flyers	1982-2010s
Folder 6	Local authors: Patricia Harrison Easton and Colleen O'Shaughnessy McKenna	1988
Box 27		
Folder 5	Summer reading program "Munch A Bunch Recipes" cookbook	1988
Box 20		
Folder 7	Writers' Workshop: Making and Publishing Books for Young Readers	1988-1991
Folder 8	Brochures about library services	1990s-2010s
Folder 9	General library brochures	1999-2010
Folder 10	A Sharing Tea	2002
Folder 11	Dine with the Authors: A Celebration Dinner	2002-2003
Folder 12	Oral history photographs and transcripts	2003
Folder 13	Local history projects and programs	2003-2010
Folder 14	Program statistics by department	2004-2006
Folder 15	World Affairs Council of Pittsburgh programs	2004-2007
Folder 16	Peters Township Farm Fair program	2005
Folder 17	Lists of attendees at Art Rooney Jr.'s discussion of his book <i>Ruanaidh</i> and at the "Songs of Italy" program	2008
Box 20		
Folder 18	World Affairs Council of Pittsburgh programs	2010-2013
Folder 19	Guest book of attendees at PTPL programs	2011-2015
Folder 20	Reading, Writing and the Creative Process	2013
Folder 21	PTPL Historic Photograph Project file	2014-2015
Folder 22	Jeanne Marie Laskas's discussion of her book <i>Concussion</i>	2015-2016

Subseries ii. Reference Department annual reports, 2005-2016

Subseries Extent: 4 folders

Subseries Scope and Content Note: Subseries consists of annual reports created by the Library's Reference Department about its programs, exhibits, brochures, book clubs, study room usage, collection development, interlibrary loans, and volunteers. Subseries is arranged chronologically.

Box	Folders	Dates
Box 20	23-26	2005-2016

Subseries iii. Novel November files, 2017-2024

Subseries Extent: 8 folders

Subseries Scope and Content Note: Subseries consists of programs, flyers, posters, newspaper articles, tickets, and buttons created by the Peters Township Public Library Foundation for its annual Novel November author event. Subseries is arranged in roughly chronological order.

Box 20	Folder title	Dates
Folder 27	Novel November programs	2017-2022
Folder 28	Yaa Gyasi	2017
Folder 29	Tim O'Brien	2018
Folder 30	Anna Quindlen	2019
Folder 31	Taylor Jenkins Reid	2021
Box 21		
Folder 1	Andy Weir	2022
Folder 2	Victoria (V. E.) Schwab	2023
Folder 3	Patrick Radden Keefe	2024

Subseries iv. Photographs of Adult Services programs, 1970s-2013

Subseries Extent: 28 folders

Subseries Scope and Content Note: Subseries consists of photographs of the library's adult programs. Individually identifiable programs are arranged in individual folders. Unidentified programs are arranged together. People are identified by name on the back of a small number of the photographs. Subseries is organized chronologically.

Box 27	Folder title	Dates
Folder 22	Slides of a Chinese cooking class and two unidentified adult programs	1978
Box 25		
Folders 68-69	Miscellaneous adult services programs held at the library's 200 Municipal Drive location	1970s-1990s
Folder 70	Infant safety/CPR class	1980s?
Folder 71	Author programs for adults	1990s-2000s

Folder 72	Adult business program	1996
Folder 73	Flower show by the Giant Oaks Garden Club	1999
Folder 74	Christmas handbell choir performance	1999?
Folder 75	Plant sale/swap	1999 or 2000
Folder 76	Summer tea and Victorian topiary craft program	2001
Folder 77	Author book signing event	2001
Folder 78	Christmas tea program	2001
Folder 79	Freedom Trail in Western Pennsylvania program	2002
Folder 80	Japanese tea ceremony program	2002
Folder 81	Participants in the "Life in Peters Township" oral history project	2003
Folder 82	Chinese program	2003
Folder 83	Local author reception	2004
Folders 84-85	Miscellaneous adult services programs held at the library's 616 East McMurray Road location	2000s
Folder 86	Christmas handbell choir performance	2003
Folders 87-88	Library programs (2 CD-Rs)	2005-2007
Folder 89	"Life in Peters Township: A Celebration" (oral history project)	2008
Box 28		
Folder 6	Photographs of two Books on Screen discussions	2009
Folder 7	Oversize photographs of adult services programs	2010s
Box 25		
Folder 90	"Spirit of Carnival": program presented by Tracie Yorke (1 CD-R)	2011
Folder 91	"Listen While You Walk" Playaway program	2012
Folder 92	Civil War program (1 CD-R)	2013

Subseries v. Photographs of Youth Services programs, 1970s-2013

Subseries Extent: 2 boxes

Subseries Scope and Content Note: Subseries consists of photographs of the library's programs for children and teens. Individually identifiable programs are arranged in individual folders. Unidentified programs are arranged together. People are identified by name on the back of a small number of the photographs. Subseries is arranged chronologically.

Box 27	Folder title	Dates
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Folder 19	Photographs and slides of youth services décor, activities and programs when the library was located on the second floor of the township administration building	Early 1970s
Box 25		
Folder 93	Pet show	1970s
Folder 94	Pet parade	1970s?
Folder 95	Clown performance and puppet show by the Friends of the South Park Library	1970s?
Folder 96	Miscellaneous youth services programs	1970s?
Folder 97	Peters Township Community Day	1970s
Folders 98-99	Miscellaneous youth services programs held at the library's 200 Municipal Drive location	1970s-1990s
Box 27		
Folder 23	Slides of miscellaneous youth services programs	1978, 1988
Box 25		
Folder 100	Vegetable face pumpkin program	1970s, 1980s
Folder 101	Doll show with Andrea Jones	1980
Folder 102	Doll show with Andrea Jones	1980s
Folder 103	Mother's Day craft program	1980s
Folder 104	Miscellaneous photographs of children using the library	1980s-2000s
Folder 105	Summer Reading program: "Summer Scoop: Flavors for Fun"	1985
Folder 106	Teens eating ice cream sundaes in a restaurant	1985?
Folder 107	Visit to the Children's Museum of Pittsburgh	1980s
Folders 108-109	Halloween programs	1980s-1990s
Folder 110	Clown program	1985
Box 26		
Folder 1	Clown program	1985
Folder 2	Summer Reading program: "Monstrous Readers"	1986
Folder 3	Halloween story time	1986
Folder 4	Summer Reading program: "Sea Adventures"	1987
Folder 5	Miscellaneous youth services programs	1987
Folder 6	Children's author Patricia Harrison Easton	1980s
Folder 7	Christmas programs	1980s
Box 27		
Folder 3	Slides of miscellaneous youth services programs	1988
Box 26		
Folder 8	Christmas program	1988
Folder 9	National Library Week: "Ask a Librarian"	1989
Folder 10	Summer Reading program: "Camp Wanna-Read"	1989

Folder 11	Infant CPR class for teens	1989
Folder 12	Miscellaneous toddler programs	1989-2000s
Folder 13	Babysitting class	1990
Folder 14	Hats programs	1980s-1990s
Folder 15	Acting programs	1980s-1990s
Folder 16	Miscellaneous teen programs	1987-2003
Folder 17	Puppet shows	1988-1990s
Folder 18	Miscellaneous youth services programs	1988
Folder 19	Build-a-skeleton program	1988
Folder 20	Miscellaneous youth services programs	1989
Folder 21	Miscellaneous photographs of children using library computers	1989
Folder 22	Peters Township Community Day	1989
Folder 23	Halloween programs	1989
Folder 24	Christmas programs	1989
Folders 25-26	Summer Reading program: "Medieval Magic"	1990
Folder 27	Miscellaneous youth services programs	1990
Folder 28	Photographs of the Youth Services Department	1990, 2002
Folder 29	Colors program for teens	1990
Folder 30	"Merry Prairie Christmas" program	1990
Folder 31	Bunny program	1990s?
Folder 32	Curious George's birthday party program	1990s?
Folder 33	Youth services librarian Joanne Robinson hosting programs	1990s
Folder 34	Miscellaneous youth services programs	1990s
Folder 35	Washington County libraries at the Washington Mall	1990s?
Folder 36	Christmas programs	1990s
Folders 37-38	Summer Reading program: "Read Stampede"	1991
Folder 39	Halloween program	1991
Folder 40	Christmas program	1991
Folder 41	Summer Reading program: "Summer Sports Spectacular"	1992
Folder 42	Christmas program	1992
Folder 43	National Library Week: "Readerosaurus Land" decorations	1993
Folder 44	Summer Reading program: "Detectives/Mysteries"	1993
Folder 45	Youth Services librarian's visit to St. David's Preschool	1993
Folder 46	National Library Week: "Pig Out on Books"	1994
Folder 47	Summer Reading program: "Book-A-Trip"	1994
Folder 48	Babysitter's class	1995
Folder 49	Ventriloquist program	1995
Folder 50	Halloween programs	1990s-2000s

Folder 51	Peters Township Community Day	1996
Folder 52	Summer Reading program: "Pennsylvania Patchwork"	1996
Folder 53	Christmas program	1996
Folders 54-55	Summer Reading program: "Grab the Treasure: Be a Bookaneer"	1997
Folder 56	Summer Reading program: "Click on Adventure"	1998
Folder 57	Halloween programs	1990s-2000s
Folder 58	Birthday parties at the library	1990s-2000s
Folder 59	Miscellaneous youth services programs	1999-2000s
Folder 60	Miscellaneous youth services programs	2000
Folder 61	Peters Township Community Day	2000s
Folders 62-63	Small pet and dog shows	2000-2002
Folder 64	Miscellaneous youth services programs	2001
Folder 65	Restaurant outing	2001
Folder 66	Winne the Pooh birthday party program	2001
Folder 67	Peters Township emergency services personnel reading to children in the library	2001
Folder 68	"What in the World?" program	2002
Folder 69	Summer Reading program: "Spotlight on Reading: Be a Star @ Your Library"	2002
Folder 70	Christmas program	2002
Folder 71	Peters Township Community Day	2003
Folder 72	Miscellaneous youth services programs	2003
Folder 73	Miscellaneous photographs of patrons using the library at its 616 East McMurray Road location	2003
Folder 74	Harry Potter program	2003
Folder 75	Gingerbread house program	2003
Folder 76	Summer Reading program: "Paws, Claws, Scales & Tales"/"Creature Feature"	2006
Folder 77	Santa and gingerbread house program	2010s
Folder 78	Peters Township Community Day	2013
Box 28		
Folder 3	Oversize photographs of youth services programs	2000s

Series VII. Awards and anniversaries files, 1967-2017

Series Extent: 31 folders, 1 plaque

Series Scope and Content Note: Series consists of award applications by the Peters Township Public Library, certificates of achievement, files created during the planning and execution of library anniversaries, and proclamations and citations received by the library.

Series is arranged in 2 subseries:

- i. Awards files, 1988-2017
- ii. Anniversaries files, 1967-2017

Subseries i. Awards files, 1988-2017

Subseries Extent: 9 folders

Subseries Scope and Content Note: Subseries consists of applications by the Peters Township Public Library for various awards, and awards and certificates it earned.

Box 21	Folder title	Dates
Folder 4	Certificates awarded to Peters Township Public Library	1988-2017
Folder 5	Nomination forms and letters of support for Pier Lee for <i>Library Journal's</i> Librarian of the Year Award, 1999 & 2004 and for its Movers and Shakers supplement, 2004	1999, 2003-2004
Folder 6	Awards won	2001-2017
Folder 7	Marketing for Lifelong Learning Award file	2006-2009
Folders 8 to 11	PTPL's Application for the Marketing for Lifelong Learning Award	2008-2009
Folder 12	PTPL's Application and certificate for the AARP Library Services for Older Adults Award for its "Technology Services"	2011

Subseries ii. Anniversaries files, 1967-2017

Subseries Extent: 22 folders, 1 plaque

Subseries Scope and Content Note: Subseries consists of documents and photographs created by the library while planning and hosting its anniversary celebrations. Subseries also includes a plaque commemorating the Women's Club's donations of a piano to the library, and congratulatory citations and proclamations from the state and federal houses of representatives.

Box 21	Folder title	Dates
Folder 13	10 th anniversary and reception	1967
Folder 14	30 th anniversary celebration	1987
Box 24		
	Plaque commemorating the donation of a piano to the Library by the Women's Club of Peters Township and the Ernest Q. Johnson Trust in memory of Teri Lynn Elliott on the occasion of the Library's 30 th anniversary	1987
Box 23		
Folder 1	Congratulatory proclamation by the Senate of Pennsylvania on the occasion of the Library's 30 th anniversary	1987
Folder 2	Congratulatory citation by the PA House of Representatives on the occasion of the Library's 30 th anniversary	1987
Box 21		
Folder 15	1 st anniversary program for 1999 building	2000
Folder 16	6 th anniversary celebration of 1999 building	2005
Box 23		
Folder 4	Congratulatory citation by the PA House of Representatives on the occasion of the sixth anniversary of the dedication and grand opening of the Library's 1999 building	2005
Folder 5	Congratulatory citation by the PA House of Representatives on the occasion of the Library's 50 th anniversary	2007
Folder 6	Congratulatory proclamation by the Senate of Pennsylvania on the occasion of the Library's 50 th anniversary	2007
Folder 7	Recognition of PTPL by the US House of Representatives on the occasion of the Library's 50 th anniversary	2007
Folder 8	Certificate of congratulations by the Washington County Board of Commissioners on the occasion of the Library's 50 th anniversary	2007
Box 21		
Folder 17	50 th anniversary celebration	2007
Folder 18	Pier Lee's 40 th anniversary celebration and creation of Café Lee	2015
Folder 19	60 th anniversary guestbook, decorations and pins	2017
Folder 20	60 th anniversary documents	2017
Folder 21	Peters Township proclamation commemorating Peters Township Public Library's 60 th anniversary	2017
Folder 22	Research by librarian Margaret Dietzer into the Library's history	2017
Folder 23	60 th anniversary slideshow presentations	2017
Folder 24	60 th anniversary celebration DVDs	2017
Folder 25	60 th anniversary celebration flash drives	2017

Box 23		
Folder 9	Citation by the Pa House of Representatives on the occasion of the Library's 60 th anniversary	2017
Folder 10	Certificate of recognition by the Washington County Board of Commissioners on the occasion of the Library's 60 th anniversary	2017