

THE LENOX HILL NEIGHBORHOOD HOUSE COLLECTION
1892 - 2008
Finding Aid



Archives and Special Collections



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May 2014

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Cover Image:

Painting of Lenox Hill Neighborhood Association House. Original located in Box 123, Folder 7
by Ann Dvorak, 1974

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GENERAL INFORMATION

Accession Number: 95-06

Size: 126 linear feet /63.6356 cu. ft.

Provenance: Lenox Hill Neighborhood House

Restrictions: Boxes 63 and 64 are **Closed** to Researchers

Location: Range B Sections 3

Archivist: Mr. James Moske
Prof. Julio L. Hernandez-Delgado

Date: January - March 1995

Revised: November 2014

INTRODUCTION

The records of Lenox Hill Neighborhood House were surveyed by archivists from the LaGuardia and Wagner Archives New York City Settlement House Records Survey Project in August of 1994. The survey originally identified approximately fifty linear feet of significant historical records and recommended that they be donated to Archives & Special Collections of the Hunter College Libraries. Lenox Hill Neighborhood House board of directors accepted this recommendation and donated the records to Hunter College Archives on October 21, 1994. Archives & Special Collections has designated this collection #95-06.

At the time of the donation, the bulk of the records were grouped in series that served as the basis for the arrangement of the collection. However, several feet of material frequently referred to by the settlement's development department had been separated out from the rest of the records. This included photographs, albums and scrapbooks, early annual reports and administrative records. During processing the photographs and scrapbooks were arranged in distinct series, and the annual reports and administrative records were interfiled in Series I, described in greater detail below. In addition, Archives & Special Collections originally held five inches of records of the Normal/Hunter College Alumnae organization relating to the settlement, including fund raising records and annual reports. These records were also interfiled in Series I.

During processing approximately eight linear feet of folders, binders, envelopes and duplicate records were removed. Two feet of this material, mostly annual reports, was returned to Lenox Hill Neighborhood House. The balance was discarded. The collection originally measured at 42 linear feet, but with subsequent donations in 2000 and 2008 by Lenox Hill Neighborhood House the collection expanded to 126 linear feet.

Boxes 63 and 64 are closed to researchers, with the exception of Lenox Hill Neighborhood House staff, board members, or their approved agents, until 2025. All other records are open to research use without restrictions.

The collection was originally processed during January - March 1995 by Mr. James Moske and was later revised by Julio L. Hernandez-Delgado, Head of Archives & Special Collections in May of 2014.

HISTORICAL NOTE

During the late 1800's the Yorkville area of Manhattan, extending from 59th Street to 96th Street between Fifth Avenue and the East River, experienced a dramatic increase in population and economic activity. Thousands of working class families - predominantly Germans but also including Austrians, Hungarians, Czechs, Irish and Italians - moved into tenement buildings and worked for local businesses and industries such as the breweries in the East 90s, and the Steinway piano factory just across the river in Queens. Yorkville's new residents formed a vital community, establishing churches, benevolent societies and fraternal organizations. But the dense concentration of population also gave rise to a host of urban problems: poor housing, inadequate health care, lack of educational opportunities, and crime.

It was just such an increase in the social problems attending urban growth that had led reformers and philanthropists in England to establish Toynbee Hall, the first settlement house. The settlement model, originally distinguished by a commitment on the part of its educated upper and middle-class volunteers to "settle" in working class communities in order to understand their problems first-hand, was imported to the United States in 1886. American settlement houses were in the vanguard of efforts to educate and provide social services for impoverished residents in their neighborhoods through programs such as kindergartens, day care, hot lunches, health clinics, visiting nurses, camps, playgrounds and arts education. In addition, the settlements were deeply involved in Progressive-era reform movements advocating improvements in housing, public health, and sanitation.

Inspired by the settlement model, and acting under the auspices of the New York Free Kindergarten Association, alumnae of the Normal College (later renamed Hunter College) opened a kindergarten at Third Avenue and East 63rd Street in 1890. Under the leadership of Mary Wells, the first Head Worker, clubs and classes for older children and teens were organized as well. In 1894 a building was rented at 446 East 72nd Street, and Alumnae Settlement was formally established. To serve settlement neighbors of all ages programs were soon expanded to include women's groups, civics clubs, athletics, cultural events, English classes, and Fresh Air camp.

In 1911 the settlement was re-organized as the Lenox Hill Settlement Association. While Normal College alumnae maintained significant representation on the board of directors, the change reflected the fact that the settlement had grown into an institution of and for the whole community. Financial support for the settlement had also broadened beyond Normal College alumnae to include members of some of New York's most influential families. Rockefellers, Morgans, Pierreponts, and others were among the early benefactors.

In 1912 Rosalie Manning was hired as Head Worker, a position she held until 1937. Manning oversaw a tremendous increase in activity at Lenox Hill. During the 1910's this included hygiene clinics for mothers and babies, vocational education for youth, a Legal Aid Bureau and a Tenant's Association.

The small 72nd Street building was soon insufficient for the settlement's burgeoning activities. With important help from the Junior League, funds were raised to erect a new building at 511 East 69th Street. It included a playground, gymnasium and roof gardens. In 1919 an additional building at 63rd Street and 2nd Avenue was purchased and opened as United Community House (later re-organized as Children's House, with its own board of managers). In 1928 yet another building was

constructed at 331 East 70th Street, and eventually all activities were consolidated under its one roof. This building remains the settlement's home to the present day.

In 1922 the settlement was re-incorporated as Lenox Hill Neighborhood Association (LHNA). Board committees were established to oversee the expanding work of the agency, which was now organized along departmental lines. Also during the 1920's the settlement took an active part in civic affairs through participation in the formation of United Organizations of Lower Yorkville, a predecessor of the Yorkville Civic Council. During the depression years of the 1930s, LHNA operated food and milk programs, and distributed Red Cross clothing. War-time work during the early 1940's included making bandages, a day care center for working mothers, and parties for servicemen. Resident Directors during this period were James Boswell, from 1937-1947, Kathryn Oswald (during Boswell's absence for war-time work with the Red Cross), and Jule Bouchard, from 1947-1949.

The demographics of Yorkville changed dramatically during the 1950's and 1960's. With the demolition of the Third Avenue elevated, real estate values climbed and developers targeted the neighborhood for the construction of high-rise luxury apartment buildings. In addition, several medical and educational institutions built new facilities in the area. As a result, thousands of working class families and senior citizens were evicted and displaced from their homes in old tenement buildings marked for destruction. Under the inspired leadership of Executive Director Lillian Robbins, LHNA responded to the crisis by establishing Lenox Hill Housing Services to provide these tenants with legal and relocation assistance. During the 1960s the settlement worked with the New York City Housing Authority (NYCHA) by sponsoring two moderate income housing projects, York Hill and Rosalie Manning Apartments. LHNA also worked with NYCHA in establishing Stanley M. Isaacs Neighborhood Center at the Isaacs Houses and Holmes Houses NYCHA project on East 93rd Street.

The problem of juvenile delinquency was addressed by LHNA during the 1950's and 1960's through joint work with churches and other community institutions. Neighbors United and Interfaith Neighbors were committees formed by Lenox Hill to coordinate social work programs oriented to neighborhood teens. The settlement's longstanding commitment to the needs of younger children was strengthened in 1965 through the Integrated Parent-Child Opportunity Center, an early model for the Head Start program.

In 1970 Lillian Robbins was succeeded as executive director by her protegee, Celine Marcus. (Robbins and Marcus had first worked together during the 1930's at Hamilton House, where Robbins was Head Worker from 1929 to 1942, and where Marcus was a case worker from 1938 to 1940. Marcus re-joined Robbins in 1959 as LHNA assistant director.) During her tenure as Executive Director, Marcus oversaw the development of innovative programs for senior citizens, adults and children, including a new senior citizen center at 341 East 70th Street, single parent groups, and an Environmental Education Program for fifth graders. Marcus was very active in civic affairs, serving for several years as a member of Community Board #8. She retired in 1982 and was succeeded by David Stern.

That same year LHNA responded to the worsening crisis of urban homelessness by providing space for a homeless women's shelter operated jointly with the Neighborhood Coalition for Shelter. Homeless services were later expanded with an Outreach Team and a rehabilitation program, and LHNA took full responsibility for the on-going shelter program beginning in 1985.

In 1994 the name of the settlement was changed to Lenox Hill Neighborhood House. Now in its second century, the settlement maintains its commitment to serve all members of its diverse community. Executive Director Nancy Wackstein oversees programs that serve over 20,000 people annually, from preschoolers to senior citizens.

(For additional histories and several detailed chronologies, see Box 21, Folder 10.)

Mr. James Moske
March 1995

SCOPE AND CONTENT NOTE

The Lenox Hill Neighborhood House Collection documents the work of the settlement from its origins as a Normal College alumnae organization dedicated to improving the lives of east side children, to its current activity as a social service agency offering programs to meet the educational, recreational and social needs of all Yorkville residents. The collection spans from 1892 to 2008, with the heaviest concentration of records from 1950 to 1984. Included in the collection are: annual reports, board of directors minutes and correspondence, head worker and executive director files, program reports, news clippings, photographs, albums and scrapbooks, fund raising records, Community Board #8 files, and the records of several other social service organizations and neighborhood committees that trace their origins to Lenox Hill. The collection documents the development of social work practice in the settlement context, and provides an excellent picture of social conditions, demographic change, political activity, and philanthropy on Manhattan's upper east side over a hundred year period.

The best documentation of the early work of the settlement is contained in annual reports, which begin in 1892, and board of director minutes, commencing in 1911. Photographs from 1900 through the 1920's show settlement staff and neighbors in a variety of activities including club meetings, classes, day camp and athletics. Scrapbooks containing news clippings, brochures, flyers and announcements from as early as 1915 document the philanthropic commitment of wealthy New York families to Lenox Hill, as well as day to day program activities. Annual reports, minutes, photographs and scrapbooks all continue through the 1980's with only a few gaps.

Program files from the 1930's through the 1950's are rich in materials on juvenile delinquency and group work with teenagers. These include detailed notes and reports by settlement staff on teenagers and their participation in settlement activities. The files of related organizations such as Interfaith Neighbors and Neighbors United supplement this material on teen group work. The files of another related organization, Stanley M. Isaacs Neighborhood Center, document a collaborative effort on the part of LHNA and NYCHA to provide social services for a new community of public housing residents.

Gentrification, housing and tenant organizing from the 1950's through 1970's are documented in program files, the records of the Rosalie Manning Apartments/230 East 88th Street Corporation, and in the Executive Director Files of Lillian Robbins and Celine Marcus.

The most comprehensive view of the wide range of settlement activities from the 1950's through 1980's is contained in the Executive Director Files of Lillian Robbins and Celine Marcus. Information on programs and activities, neighborhood organizations, local politics, and the settlement house movement in general are contained in these alphabetical subject files. Unfortunately, the files of Executive Directors (or Resident Directors and Head Workers) prior to Lillian Robbins did not survive, with the exception of a few pieces of correspondence of Rosalie Manning.

SERIES DESCRIPTION

Series I – Administration, 1892 - 1994

Includes annual meeting files; annual reports; board of directors correspondence, minutes, and committee files; by-laws and incorporation papers; fund raising records, brochures and publications; agency histories. Arranged alphabetically, then chronologically within most folders.

Series II – Head Worker and Executive Director Files, 1912 - 1986

Subseries 2.1 Rosalie Manning Correspondence

Subseries 2.2 Lillian Robbins Alphabetical Files

Subseries 2.3 Celine Marcus Alphabetical Files

Includes correspondence, memos, reports, brochures, meeting minutes and notes, program planning files, flyers and announcements. Arranged alphabetically, then chronologically within most folders. The Celine Marcus Alphabetical Files include records created during her tenure as assistant and associate director from 1959-1969. In addition, some of the Celine Marcus Alphabetical Files contain records created by Lillian Robbins prior to Marcus's arrival at Lenox Hill. Robbins appears to have passed several of her own subject files on to Marcus, who then added records to them during her career at LHNA.

Series III – Programs and Services, 1911 - 1987

Subseries 3.1 Victor Remer Files

Subseries 3.2 Community Work and Housing

Subseries 3.3 Miscellaneous Programs and Services

Includes correspondence, memos, reports, meeting minutes, group worker notes and reports, legal and court records, staff manuals, club minutes, flyers and announcements. Arranged alphabetically, then chronologically within most folders.

Victor Remer was LHNA program director during the 1950's.

Two boxes in the Community Work and Housing subseries (Boxes 63 and 64) are closed until 2025. See page 4 for further information.

Series IV – Related Organizations, 1919 - 1985

Includes Board of Directors minutes, correspondence, administrative files, brochures, reports, and financial records of several organizations established under the auspices of LHNA. These include Neighbors United, Interfaith Neighbors, Children's House, and Stanley M. Isaacs Neighborhood Center. Arranged alphabetically, then chronologically within most folders.

Series V – Albums & Scrapbooks, 1900 - 1986

Contain news clippings, photographs, brochures, flyers, press releases and art work relating to all areas of settlement activities, programs and administration. Arranged chronologically with minor discontinuities due to the varying sizes of the scrapbooks.

Series VI – Audio-Visual Material, 1900 - 1980's

Subseries 6.1 Photographs

Subseries 6.2 Film, Audio Tape and Artifacts

Subseries 6.1 includes black and white and color prints, color transparencies, and negatives. These have been arranged alphabetically by subject, then chronologically within most folders. Subseries 6.2 includes a few reels of film of LHNA camp program, a reel to reel tape recording, and woodblock printing plates made from images in the photograph subseries.

Addenda, 1911 - 2008

Supplementary materials were donated to Archives & Special Collections of the Hunter College Libraries by Lenox Hill Neighborhood House in 2000 and again in 2008. The following materials were added to the collection: annual reports (1985 - 1999), fund raising files on auctions (1975 - 1990), gala celebrations (1994 - 2000), holiday bazaars (1990 - 2000), minutes of the Hunter College Alumnae Chapter (1911 - 1928) and the Hunter College Alumnae Committee (1936 - 1937), Spring Balls (1959 - 1962) and general benefits (1988 - 1999); publications (1972, 1984 - 2000); albums and scrapbooks (1974 -1975, 1999 - 2007); and audio-visual materials in the form of black & white and color contact sheets, prints, and slides (1994 - 2008).

CONTAINER LIST

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Annual Meetings
1	1	1922 -1932
	2	1938
	3	1939
	4	1940
	5	1941
	6	1958 - 1964 (programs)
	7	1971 (program)
	8	1973
	9	1974
	10	1975 (correspondence)
	11	1976
	12	1977
	13	1978
	14	1979
	15	1980
	16	1981
	17	1982
	18	1983
		Annual Reports
		Report of the Alumnae Kindergarten Committee of the Associate Alumnae of the Normal College of the City of New York
2	1	May 16, 1894
	2	May 1895
		Alumnae of the Normal College of the City of New York
	3	May 1896
	4	Alumnae House of the Normal College, October 1, 1897
	5	Normal College Alumnae Settlement, October 1, 1898
		Alumnae Settlement
	6	1899
	7	1900
	8	1901
	9	1902
	10	1903
	11	1906
	12	1909

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Annual Reports
		Alumnae Settlement
2	13	1910
	14	1911
		Lenox Hill Settlement
	15	1911
3	1	1912
	2	1913
	3	1914
	4	1915
	5	1916
	6	1917
	7	1918
	8	1919
		Lenox Hill Neighborhood Association
	9	1922
	10	1923
	11	1924
	12	1928
	13	1935 - 1936
4	1	1938
	2	1939
	3	1940
	4	1942 - 1943
	5	1944
	6	1946
	7	1954
	8	1959
	9	1969 - 1970
	10	1971 - 1972
	11	1972 - 1973
	12	1973 - 1974
	13	1974 - 1975
	14	1975 - 1976
	15	1976 - 1977
	16	1977 - 1978
	17	1978 - 1979
	18	1979 - 1980
	19	1980 - 1981

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Annual Reports
		Lenox Hill Neighborhood Association
5	1	1981 - 1982
	2	1982 - 1983
	3	1983 - 1984
	4	1985 - 1986
	5	1986 - 1987
		Board of Directors
	6	Attendance, 1963, 1979 - 1984
		Board-Staff Meetings
	7	1960 - 1969
	8	1970 - 1973
	9	1974 - 1975
	10	1976
	11	1977 - 1978
	12	1979 - 1980
		Committees
	13	1962, 1967 - 1980
	14	Adult Advisory, 1961 - 1963
	15	Adult Planning, 1982
	16	Annual Report, ca. 1911
6	1	Budget, 1961, 1969 - 1978
	2	Budget, 1979 - 1980
	3	Camp, 1967 - 1982
	4	Development, 1979 - 1981
	5	Executive, 1923
	6	Executive, 1960, 1973 - 1976, 1980 -1981
	7	Golden Age, 1962
	8	Group Work, 1962 - 1963, 1978
	9	Health and Social Service, 1953 - 1964
	10	House, 1981
	11	Housing, 1955 - 1957, 1970, 1979 - 1981
	12	Long Range Planning, 1957 - 1971, 1979 - 1981
		Nominating
7	1	1961 - 1964
	2	1965
	3	1966
	4	1967
	5	1968

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Board of Directors Committees
		Nominating
7	6	1970 - 1971
	7	1972 - 1973
	8	1974
	9	1975
	10	1976
	11	1977 - 1978
8	1	1979
	2	1980 - 1984
	3	1986 - 1989
	4	Personnel Practices, 1964 - 1965, 1971 - 1980
	5	Program, 1970 - 1978
	6	Special, 1970
	7	Special - Hyde Report, 1970
	8	Special...for Purpose of Investigating Purchasing Property, 1913
	9	Teen Advisory, 1961 - 1962
	10	Ways and Means, 1918 - 1919
	11	Youth and Adult Services, 1981 - 1982
	12	Contributions, 1961, 1968 - 1986
		Correspondence
	13	Miscellaneous, 1912 - 1940
	14	1958 -1982 - A
	15	1950s-1980s - B
9	1	1961 -1979 - C
	2	1971 -1984 - D
	3	1964 -1981 - E
	4	1973 -1978 - F
	5	1964 -1982 - G
	6	1971 -1980 - H
	7	1975 -1983 - I
	8	1958 -1981 – J - K
	9	1973 -1983 - L
	10	1971 -1982 - M
	11	1964 -1981 - McCann

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Board of Directors
		Correspondence
9	12	1971 -1981 - O
	13	1973 -1983 – P - Q
	14	1968 -1981 - R
10	1	1978 - 1984 - Rohatyn
	2	1971 - 1981 - S
	3	1969 - 1982 - T
	4	1969 - 1980 - V
	5	1968 - 1982 - W
	6	1961 - 1981 – Y - Z
	7	1961 -1981 - Honorary Members, A - M
	8	1959 -1982 - Honorary Members, Moses
	9	1968 -1983 - Honorary Members, R - Z
		Member Biographical Information
	10	1968 -1985 - A
	11	1971 -1983 - B
	12	1968 -1982 - C
	13	1961 -1980 - D - E
11	1	1972 -1975 - F - G
	2	1974 -1980 - H
	3	1966 -1984 - I - J
	4	1968 -1978 - K - L
	5	1963 -1979 - M
	6	1967 -1984 - O - P
	7	1960 -1984 - R
	8	1972 -1985 - S
	9	1973 -1979 - T
	10	1964 -1980 - V - Z
		Membership Lists
	11	1931 - 1971
	12	1977 - 1986
		Minutes
12	1	1911 - 1914 (bound volume)
	2	1911
	3	1912

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Board of Directors Minutes
12	4	1913 - 1914 (Photocopies of glued pages from bound volume in Box 12)
	5	1917
	6	1922 - 1923
	7	1924
	8	1925
	9	1926
	10	1927
	11	1928
	12	1929
	13	1930
	14	1931
	15	1932
	16	1933
	17	1934
	18	1935
	19	1936
13	1	1937
	2	1938
	3	1939
	4	1940
	5	1941
	6	1942
	7	1943
	8	1944
	9	1945
14	1	1946
	2	1947
	3	1948
	4	1949
	5	1950
	6	1951
	7	1952
	8	1953
	9	1954

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Board of Directors Minutes
15	1	1955
	2	1956
	3	1957
	4	1958
	5	1959
	6	1960
	7	1961
16	1	1962
	2	1963
	3	1964
	4	1965
	5	1966
	6	1967
	7	1968
17	1	1969
	2	1970
	3	1971
	4	1972
	5	1973
	6	1974
	7	1975
	8	1976
18	1	1977
	2	1978
	3	1979
	4	1980
	5	1981
	6	1982
	7	1983
	8	1984
	9	1985
	10	1986
19	1	Orientation Packets, 1970 - 1971
	2	Questionnaire, 1986
	3	Resolutions, 1912 - 1971
	4	Budgets, 1970 - 1981
	5	Building Information, n.d.

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
19	6	Constitution and By-laws, ca. 1897- ca.1980
		Fund Raising
	7	Anniversaries - Lenox Hill Athletic Association, 20th, 1940
	8	Anniversaries - 50th, 1944
	9	Anniversaries - 75th, 1968 - 1969
		Auction
	10	1975 - 1977
	11	1978 - 1980
20	1	1982 - 1984
	2	1985 - 1986
	3	1987 - 1988
		Bazaar
	4	1957
	5	1959
		Belmont Ball
	6	Sponsors, 1959
	7	Publicity, 1958 - 1959
		Brochures and Appeals
	8	1915 - 1920's
	9	1931 - 1934
	10	1940's
	11	1950 - 1954
21	1	1955 - 1959
	2	1960 - 1965
	3	1966 - 1969
	4	1970's -1980's
	5	Carnival, 1945
	6	Foundations, 1950 - 1968
	7	Hunter College Committee, 1920 - 1969
	8	Normal College Alumnae, 1892 - 1899
	9	Plays, 1936, 1950 - 1963
	10	Histories, 1936 - 1994
	11	Incorporation Papers, 1911
	12	Opening of the New Building, 1916
	13	Organization Charts, 1969 - 1980

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Print Orders
21	14	Originals of Memos and Flyers, 1940
22	1	Originals of Memos and Flyers, 1942
		Publications
	2	<i>Alumni Leaves</i> , 1899
	3	<i>Lenox Hill Athletic Association, Annual Yearbook</i> , 1926 - 1927
	4	<i>Lenox Hill Neighborhood Association: Its History and Work</i> , 1928
	5	<i>Lenox Hill News</i> , 1949
	6	<i>L.H.N.A. News</i> , 1967 - 1979
	7	<i>L.H.N.A. Notes</i> , 1985
	8	<i>Report of Vocational Work</i> , 1914 - 1916
	9	Report - "Some Things Lenox Hill Is Doing," 1921
	10	Residence Manual, 1958
	11	Treasurer's Office, 1929 - 1930

SERIES II – HEAD WORKER AND EXECUTIVE DIRECTOR FILES

Subseries 2.1 – Rosalie Manning Correspondence

22	12	Correspondence, 1913, 1932 - 1933
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Subseries 2.2 – Lillian Robbins Alphabetical Files

22	13	Annual Meetings, Speech Notes, 1897, 1890 - 1900
	14	Art Show, 1960 - 1965
	15	Attendance, 1959 - 1965
	16	Board Correspondence, 1961 - 1965
23	1	Building Blast Damage, 1959
	2	Camp Program - Teen Work Project, 1960 - 1970
	3	Central Park, 1967 - 1969
	4	Civil Rights, 1963 - 1968
	5	Civilian Defense, 1961 - 1968
	6	Complaints, 1959 - 1961
	7	Dues to Organizations, 1946 - 1969
	8	Family Court, 1969
	9	Family Night, 1961
	10	Golden Age Division, 1962 - 1970
	11	Greater New York Fund, 1963 - 1969

SERIES II – HEAD WORKER AND EXECUTIVE DIRECTOR FILES

Subseries 2.2 – Lillian Robbins Alphabetical Files

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
23	12	Hamilton - Madison House, 1965
	13	Holiday Party, 1962 - 1963
	14	Holmes Towers/Swope Houses, 1962 - 1964
	15	House Councils, 1963 - 1965
24	1	International Federation of Settlements, 1959 - 1960
	2	John F. Kennedy Memorial, 1963
	3	Martin Luther King Memorial, 1968
	4	Lenox Hill Annex (333-5 East 70th Street), 1961 - 1969
	5	Lenox Hill - Inquiries Regarding Building Sale, 1967 - 1970
	6	Lenox Hill Hospital, 1949 - 1970
	7	Lorge School, 1961 - 1964
	8	Milk Program, 1956 - 1971
	9	Arthur Miller, 1955 - 1962
	10	Mission Neighborhood Centers, San Francisco, 1960
	11	Narcotics, 1968
	12	National Association of Social Workers, 1965
	13	National Conference on Social Welfare, Robbins Speech, 1957
	14	Neo-Nazis, 1961 - 1969
	15	New York City Department of Welfare, 1950 - 1966
	16	New York City Pilot Project on Recruitment, 1954 - 1955
25	1	New York State Department of Social Welfare, 1955 - 1965
	2	New York State Welfare Conference, 1955 - 1958
	3	New York University, 1953 - 1967
	4	Newburgh Relief Policy, 1961
	5	Office of Economic Opportunity, Urban Corp, 1967- 1968
	6	Open Future Program, 1969
	7	Operation Yorkville/Morality in Media, 1962 - 1969
	8	Parent and Child Development Center, 1968
	9	Parents' Resource Center, 1969 - 1970
	10	Peace Corps, 1961 - 1967
	11	Play Schools Association, 1950 - 1965
	12	Publications Orders, 1950 - 1968
	13	Questionnaires, 1966 - 1968
	14	Research, 1958 - 1961
	15	Residence, 1962 - 1969
	16	Safety, 1962

SERIES II – HEAD WORKER AND EXECUTIVE DIRECTOR FILES

Subseries 2.2 – Lillian Robbins Alphabetical Files

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
26	1	Scholarships, 1962- 1965
	2	Social Work Certification, 1965 -1968
	3	Speaker's Bureau, 1960
	4	Steven School, 1962 - 1964
	5	Tutoring, 1961 - 1969
		United Neighborhood Houses
		Chronological File
	6	1956 - 1957
	7	1958
	8	1959
	9	1960
10	1961	
11	January - March 1962	
27	1	April - December 1962
	2	1963
	3	January - May 1964
	4	June - December 1964
	5	1965
	6	January - April 1966
	7	May - December 1966
	8	1967
28	1	1968
	2	1969
	3	Conferences, 1957, 1961 - 1966
	4	Directories, 1963, 1967
	5	Fundraising Luncheon, 1959
	6	Housing Development Corporation, 1969
		Income Maintenance Project
	7	1964 - 1965
	8	1966 - 1967
	9	Final Report, 1967
10	Joint Supplemental Fund, 1957	

SERIES II – HEAD WORKER AND EXECUTIVE DIRECTOR FILES

Subseries 2.2 – Lillian Robbins Alphabetical Files

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		United Neighborhood Houses
29	1	Joint Supplemental Fund, 1958 -1960
	2	United Nations, 1958 -1969
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	8	Air Conditioners, 1967 - 1968
	9	Air Pollution, 1967
	10	Architects, 1960 - 1970
	11	Architectural Drawings, 1965
	12	Attorneys, 1960 - 1973
72	1	Audits, 1964, 1971
	2	Bank Accounts, 1968 - 1970
	3	Bids, 1960 - 1968
	4	Board of Directors - Members, 1960 - 1969
		Board of Directors
		Minutes and Correspondence
	5	1960 - 1963
	6	1964 - 1965
	7	1966 - 1967
	8	1968
	9	1969 - 1970
	10	1971 - 1973

SERIES IV – RELATED ORGANIZATIONS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
73	1	Rosalie Manning Apartments/230 East 88th Street Corporation
	2	Board of Estimate and City Planning Commission, 1960 - 1964
	3	Bookkeeping, 1968 - 1969
	4	Budgets and Reserves, 1960 - 1968
	5	By-laws and Articles of Incorporation, 1964 - 1965
	6	Certificate of Occupancy, 1967 - 1968
	7	Complaints, 1967 - 1971
	8	Construction
	9	(HRH), 1963 - 1969
	10	(Waller), 1962 - 1965
	11	Contracts, 1963 - 1969
74	1	Cooperators
	2	Advisory Board, 1967 - 1969
	3	Application and Selection, 1961 - 1969
	4	Correspondence, 1964 - 1969
	5	Correspondence - Lichtensteiger, 1968 - 1969
	6	Increases to, 1965 - 1967
	7	Ethnic Breakdown, 1962 - 1968
	8	Meetings, 1966 - 1969
	9	Resales, 1967 - 1969
	10	Subscription Agreement, 1964 - 1965
	11	Tax Deductions, 1967 - 1968
75	1	Dedication, 1967 - 1968
	2	Finance
	3	1960 - 1967
	4	1967 - 1972
	5	Redevelopment Budget, 1965 - 1970
	6	Greenthal
	7	Correspondence, 1967 - 1970
	8	Financial, 1967 - 1970
	9	Problems, 1967 - 1970
	10	Housing and Redevelopment Board
	11	Correspondence, 1963 - 1971
12	Meetings and Closing, 1961 - 1969	
13	Incorporation, By-laws and Stock, 1960 - 1970	
14	Insurance, 1965 - 1969	

SERIES IV – RELATED ORGANIZATIONS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
75	11	Rosalie Manning Apartments/230 East 88th Street Corporation
	12	Kaplan Fund, 1960 - 1967
		Lenox Properties Corporation, 1968 - 1970
76	1	Rosalie Manning Apartments
	2	General, 1963 - 1968
		Miscellaneous and Beginnings, 1957 - 1963
	3	Parking, 1967 - 1969
	4	Phillips, Woods, Dolson, 1961 - 1968
	5	Publicity, 1963 - 1968
	6	Refrigerators and Stoves, 1967 - 1968
	7	Superintendent, 1968
		Stanley M. Isaacs Neighborhood Center
		Board Minutes
	8	1960 - 1963
	9	1964 - 1968
		Budgets and Financial Statements
	10	1963 - 1967
	11	1968 - 1969
77	1	By-Laws and Incorporation Papers, 1964 - 1968
		Chronological File
	2	1959 - 1960
	3	1961
	4	January - May 1962
	5	June - December 1962
	6	1963
78	1	1964
	2	1965
	3	January - May 1966
	4	June - December 1966
	5	1967
	6	1968
	7	1969

SERIES IV – RELATED ORGANIZATIONS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
79	1	Stanley M. Isaacs Neighborhood Center
	2	Eisman Day Care Center, 1962 - 1967
	3	Fundraising, 1964 - 1965
	4	Greater New York Fund, 1967 - 1970
	5	Housing Issues, 1960 - 1970
	6	Lenox Hill, 1965 - 1968
	6	Meals on Wheels, 1962 - 1968
		New York City Housing Authority
	7	1959 - 1963
	8	1964 - 1969
	9	Statistics, 1967 - 1968
80	1	Program Flyers, 1967 - 1969
	2	Staff Meeting Minutes, 1966 - 1967
	3	United Community House, 1921

SERIES V – ALBUMS & SCRAPBOOKS

81		Alumnae Settlement Programs and Activities, Staff and Neighbors -- Black and White Photo prints 1902 - 1907 and 1902 - 1911
82		Programs, Activities, Staff and Neighbors -- Black and White Photo prints, 1900 - 1920
83		Programs, Activities, Neighborhood Views -- Black and White Photo prints, 1920's and 1930's
84		Programs, Activities, Staff and Neighbors -- Black and White Photo prints, 1917 - 1928
85		Programs, Activities, Staff and Neighbors, Neighborhood Views-- Black and White Photo prints, 1916 - 1928
86		Programs, Activities, Staff and Neighbors, Building Interiors -- Black and White Photo Prints, ca. 1920
		Children's Activities -- Black and White Photo Prints, 1939
87		Multigraph Book -- Memos, Announcements, Flyers, Forms, Invitations, Tickets, Programs for Settlement Activities, October 1922 - February 1925

SERIES V – ALBUMS & SCRAPBOOKS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Press Clippings
88	1	1915 - 1927
	2	1915 - 1929
	3	1915 - 1937
	4	1925 - 1937
	5	1928 - 1930 (Original miscellaneous materials) *
	5	1948 - 1955
	6	1948 - 1955 (Original press clippings) *
	7	1953 - 1988 (Original press clippings) *
89		1958
		1959 - 1960
		1956 - 1957
		1959 - 1960
		September 1960 - December 1961
		1962 - 1970
		1978
90		August 1973 - April 1976
		June 1976 - June 1986
91		Hill Club, Linoleum Block Print Book, 1933
92		Camp Field, Children, Programs and Staff -- Black and White Photo Prints, 1931 - 1940's
		Programs, Activities, Staff and Neighbors -- Black and White Photo Prints, 1940's
		Adventure Playground - Black and White and Color Photograph Prints with Captions, 1971
93		Camp Program - Photo Print Collages, 1960's
		Belmont Stakes Ball - Brochures, Flyers, Clippings, 1958

*(Original press clippings are closed to researchers)

SERIES V – ALBUMS & SCRAPBOOKS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
93		Belmont Stakes Ball, 1959 Camp Program - Black and White Photo Prints, 1954
94		Camp, General Programs and Activities - Black and White Photo Prints, 1960 - 1974
95		"Camp Memories" - Captioned Black and White Photo Prints, 1960 "Sandstone Lot" - Black and White and Color Photo Prints with Text, 1975
96		"Adventure Mountain Playground" - Black and White and Color Photo Prints with Captions, 1971 - 1972 and Summer 1971
97		Programs, Staff, Neighbors, Facilities - Black and White and Color Photo Prints, 1970 - 1974
98		Fund Raising Brochures and Letters 1975 - 1976 1977 - 1979
99		Auctions and Benefits – Black and White Photo Prints 1980's
100		1980 1985
101		1986

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

102	1	Anti Crime Through Organized Neighborhood Effort (ACT ONE), 1970's
	2	Adult Groups, 1910's
	3	Adventure Mountain Playground, 1970's
		After School Program
	4	1930's - 1950's
	5	1960's - 1970's
	6	Anniversary, 65th, 1960

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Annual Meeting
102	7	1954
	8	1955
	9	1956
	10	1958
	11	1986
	12	1987
103	1	Apartment House Appeal, 1954 - 1958
	2	Armed Forces, 1940's
	3	Art Show, ca. 1950
		Arts and Crafts
	4	Adults, 1950's - 1970's
	5	Children, 1930's - 1940's
	6	Children, 1950's - 1970's
		Athletics
	7	1900 - 1930's
	8	1940's - 1960's
104	1	1970's - 1980's
	2	Banquets, 1924, 1928
	3	Bazaar, 1950's - 1960's
		Benefit Balls
	4	1958 - 1959
	5	1960 - 1961
		Benefits
	6	1985
	7	1987
	8	Better Babies Contest, ca. 1917
	9	Block Party, 1970

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Board of Directors
		Members
105	1	Choate, Mrs. Thomas H., 1961
	2	Elkus, Christopher J., 1974 -1978
	3	Getry, Mrs. Carol Grieff, n.d.
	4	Hanes, Mrs. John H. n.d. Heineman, Mrs. Rudolph n.d. Hutton, Mrs. W.M.E. n.d.
	5	Kelbouse, Mr. n.d.
	6	Leonard, Miss n.d.
	7	Moses, Mrs. n.d. Muhan, Mrs. n.d.
	8	Ogden, Mrs. n.d.
	9	Phipps,Ogden n.d.
	10	Schulkind, Mrs. Edward G. n.d. Snowden, Mrs. James 1965 Steams, Mrs. n.d.
	11	Thomas, Mrs. Joseph A., 1960
	12	Walker, Mrs. Joseph n.d. Willer, Miss n.d.
	13	Members in Groups 1940's
	14	1950's - 1960's
	15	1950's - 1960's
106	1	Boy Scouts, 1940's
	2	Boys' Clubs, 1900 - 1950's

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	
106	3	Building 1920's	
	4	1950's - 1960's	
	5	Exterior with Neighbors, 1910's	
	6	Exterior with Neighbors, 1960's - 1980's	
	7	Interior, 1930's	
	8	Bus, 1926	
	9	Camp Buildings, 1960's - 1970's	
	10	Departure, 1940's - 1950's	
	107	1	Departure, 1960's
		2	Girls, 1920's
		Programs and Activities	
3		1920's - 1950's	
4-5		1960's - 1980's	
108	1	Children 1900 - 1940's	
	2-3	1950's - 1980's	
109	1	Children's House, ca. 1920 - 1938	
	2	Citizenship, 1959	
	3	"Come and See" Tours, 1962 - 1970	
	4	Dance Classes, 1920's - 1980's	
	5	Dances, 1910's - 1960's	
	6	Day Camp, 1970's	
	7	Day Care 1930's - 1950's	
110	1-2	ca. 1960's	
	3	ca. 1970's - 1980's	
	4	Domestic Economy, 1910's - 1940's	

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Dramatics
110	5	1910's - 1920's
111	1	1950's
	2	English Classes, 1910's - 1940's
	3	Environmental Education Program, 1970's - 1980's
	4	Families, 1940's - 1960's
	5	Girl Scouts, 1922
	6	Girls' Groups, 1900 - 1940's
		Golden Age Program
	7	1940's
112	1	1950's
	2	1960's
	3	1970's - 1980's
	4	Camp, 1970's
	5	Dramatics, 1960's
113	1	Gracie Mansion Reception, 1957
	2	Halloween, 1978
	3	Head Start, 1970's - 1980's
	4	Health and Social Services, 1910's - 1970's
	5	Homeless Shelter, 1980's
	6	Housing, 1960's - 1980's
	7	King Memorial, 1968
	8	Manning, Rosalie, n.d.
	9	Manning, Rosalie - Retirement Dinner, 1937
	10	Manning Apartments - Opening, 1968
114		Marcus, Celine
	1	1970 - 1973
	2	Retirement, 1982
	3	Meetings - Unidentified, 1970's - 1980's
	4	Men's Clubs, 1910's
	5	Mothers and Babies Club, 1958
	6	Neighborhood Civic Club, 1928

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
114	7	Neighborhood Views 1900 - 1930's
	8	1950's -1980's
	9	Neighborhood Watch, 1980's
	10	Pool, 1950's - 1970's
	11	Robbins, Lillian, n.d.
	12	Robbins, Lillian - Retirement, 1970
115	1	Staff, 1950's -1980's
	2	Stern, David, n.d.
		Teens
	3	1940's
	4	1950's
	5	1960's - 1980's
		Thanksgiving
	6	1945
	7	1983
	8	Tree Planting, 1970's
116	1	Tutoring, 1960's - 1970's
	2	Wells, Mary, n.d.
	3	Window Displays, 1928, 1940's - 1950's
	4	Women's Clubs, 1900 - 1930's
	5	Woodshop, 1920's - 1980's
	6	Unidentified, 1930's - 1980's
117	1	Negatives - Miscellaneous Programs and Activities, 1950's - 1980's
	2-4	Negatives and Contact Sheets – Miscellaneous Programs and Activities, 1970's - 1980's
118	1	Color Transparencies - Miscellaneous Programs and Activities, 1970's-1980's

Subseries 6.2 – Film, Audio Tape and Artifacts

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
118	2	Films (3 rolls 16mm Color) - Camp Program, 1969
	3	Audio Tape - Manning Apartment Dedication Ceremony, March 21, 1968
119		Wood Block Print Plates showing Lenox Hill Building, Activities and Neighborhood, n.d.

ADDENDA

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
120	1	Annual Meeting September 24, 1991 (Invitation) May 17, 1994 (Program) May 28, 1998 (Invitation and program) May 25, 1999 (Invitation and program) May 23, 2000 (Invitation)
	2	Annual Reports 1985 - 1986
	3	1987 - 1989
	4	1990 - 1992
	5	1993
	6	1995, 1997 - 1998
	7	1999
	8	Financial Statements with Independent Auditor's Report, June 30, 1997
		Fund Raising Auction
	9	January 14, 1975, January 14, 1976
	10	January 12, 1977, January 17, 1978
121	1	January 16, 1979, January 15, 1980
	2	January 13, 1981, January 14, 1982
	3	January 18, 1983, January 17, 1984
	4	January 17, 1985, January 14, 1986
	5	January 15, 1987
	6	January 14, 1988
	7	May 18, 1989, April 19, 1990
		Gala Celebration
122	1	April 18, 1994, April 19, 1995
	2	March 4, 1996, March 6, 1997
		Gala Preview of the International Fine Art May 7, 1998
	3	May 6, 12, 1999, May 11, 2000

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Fund Raising
		Holiday Bazaar
122	4	November 28-30, 1990, December 4-6, 1991
	5	December 1-3, 1993, December 1-2, 1994
	6	November 30, 1995, December 4, 1996
	7	December 3, 1997, December 2-5, 1998
123	1	December 9, 1999
	2	Miscellaneous Benefits Programs, 1968, 1988 - 1999
		Spring Ball
	3	May 1959, May 28, 1960
	4	May 27, 1961, May 26, 1962
		Hunter College Alumnae Chapter of Lenox Hill Settlement
		Minutes
		October 1911 - May 1922 (Box 136)
		October 1922 - October 1928 (Box 136)
		Hunter College Alumnae Committee of Lenox Hill Settlement
		Minutes, October 1936 - June 1937 (Box 137)
		Legal Documents
	5	Applications for Lease of 324 East 70 th Street Apt. 112, New York, N.Y., 1935 -1936
	6	Leases of 324 East 70 th Street Apt. 112, New York, N.Y., 1934
	7	Miscellaneous Materials
		Publications
	8	<i>L.H.N.A. News</i> , Fall 1972
		<i>L.H.N.A. Notes</i> , Summer 1984, Fall 1985, Summer 1987
		<i>L.H.N.A. News</i>
		Winter 1988/1989 - Winter 1989/1990
	9	Fall 1990 - Winter 1992
	10	Winter 1992/1993 - Winter 1994
	11	<i>Focus on Lenox Hill Neighborhood House</i> , Fall 1994 - Winter 2000

SERIES I – ADMINISTRATION

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
124	1	Summer Catalogs, 1997 - 2000
	2	Summer/Fall/Winter/Spring Programs, 1994 - 1997
	3	Student Paper Griffiths, Kenneth A. Lenox Hill Neighborhood Manual. Submitted in partial fulfillment for the degree of M.S. at the New York School of Social Work, Columbia University, May 15, 1952
	4	Summer Catalogs, 1997 - 2000
	5	Summer/Fall/Winter/Spring Programs, 1994 - 1997
	6	T-Shirt Yellow Board Members Signatures, n.d.

SERIES V – ALBUMS & SCRAPBOOKS

125	Journal Scrapbook, 1974 - 1975
126	The Associate Committee of Lenox Hill Neighborhood House, 1999 - 2007 Lenox Hill Neighborhood House “Kids in Candy Land,” 2002 - 2005
127	Lenox Hill Neighborhood House’s 2007 Spring Gala Spring International Art & Antiques Show Clippings, 2007

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

128*	1	Associates Gala, 2002
	2	Bazaar, 1996
	3	Care Program, 2003
	4	Daycare, 1990
	5	Gala, 2001
	6	Gala Tables, 2001
	7	Health Enhancement Partnership, December 2008
	8	House Beautiful, 1997
	9	Holiday Bazaar, ca. 1990’s
	10	Joel Klein, Chancellor New York City Board of Education, July 19, 2004
	11	Lenox Hill Neighborhood House Staff, 1994
	12	Lenox Hill Pool, Spring 2001

*(Box 128 contains black & white and color prints)

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
128*	13	Jackie O & Jacqueline Onassis Volunteers, Thanksgiving Dinner For Seniors, 1974
	14	Scalamandre, November 1968
	15	Wild Western Party, ca. 1990's
129**	1	Gala, 1999 (slides)
	2-4	Escada Event in the Russian Tea Room, November 7, 2001 (slides)
	5	Holiday Bazaar, n.d. (slides)
	6-7	35mm color negatives
130***		Gala Preview of the International Fine Art Fair, May 7, 1998 Channel, November 5, 1998 Scalamandre, November 1988 Holiday Bazaar, December 2-5, 1998 Gala Preview of the International Fine Art Fair, May 6, 12, 1999
131***		Celine Marcus Party, March 30, 2000 Gala Preview of the International Fine Art Fair, May 11, 2000 Hilary Clinton Visit, May 18, 2000 Holiday Bazaar, ca, 2000 Ronatyn Awards, May 23, 2000 Seder, ca. 2000 Shelters, ca. 2000 Street Fair, ca. 2000 Vice President Al Gore's Visit, March 21, 2000 Volunteer Recognition, ca. 2000

*(Box 128 contains black & white and color prints)

** (Box 129 contains color slides and 35mm color negatives)

*** (Boxes 130 - 133 contain color photographs measuring approximately 4 x 6 inches)

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.1 – Photographs

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
132***		Gala Preview of the International Fine Art Fair Tables, May 11, 2000 Holiday Bazaar, April 11, 2001 Gala Preview of the International Fine Art Fair, May 11, 2001 Gala Tables, 2001 Holiday Bazaar, 2003
133***		Unidentified and Undated photographs

SERIES VI – AUDIO-VISUAL MATERIAL

Subseries 6.2 – Film, Audio Tape, and Artifacts

		Trophies
134		City of New York, Department of Parks, Medley Relay won by Lenox Hill A.A., 1937 (oversized)
135		Manhattan A.B. Service Trophy won by Lenox Hill A.A., 1935 Yorkville Athletic League Softball won by Lenox Hill A.A. Juniors, 1937 Herald Tribunal Fresh Air Fund, Basketball Game Runner Up Camp Koler, Madison Square Garden, March 25, 1948

***(Boxes 130 - 133 contain color photographs measuring approximately 4 x 6 inches)