

Bessie Sheppard Collection, 1874-1975

**Ontario City Library
Robert E. Ellingwood Model
Colony History Room**



Ontario, California

**Contact Information: Ontario City Library Model Colony Staff
215 E. "C" Street Ontario CA 91764
909.395.2206**

Processed by: Luz Graue, circa 1994, Joanne Boyajian, Alana Forbes, Martha Rodriguez, Kathy Taggart, 2008-9

Date Completed: August 2009

Container List

Box 1

Folder – Correspondence – letters, cards, postcards

- 1 Oct. 16, 1874 and Dec. 16, 1875
- 2 Dec. 9, 1880
- 3 Feb. 1, 1891-Oct. 6, 1898
- 4 Jan. 16, 1904-July 9, 1909
- 5 Mar. 17, 1910-Sep. 27, 1913
- 6 Oct. 1-31, 1913
- 7 Nov. 3-28, 1913
- 8 Dec. 1-31, 1913
- 9 Jan. 3- Feb 27, 1914
- 10 Mar. 1-June 15, 1914
- 11 Apr. 18-Dec 23, 1919
- 12 June 8, 1920-Dec. 28, 1923
- 13 Jan. 28-Aug. 14, 1924
- 14 Aug. 15-Sep. 16, 1924
- 15 Oct. 2-Dec. 20. 1924
- 16 Apr. 18 1925-Dec. 29, 1926
- 17 May 18, 1927-Aug. 24, 1929
- 18 Jan. 5, 1930-Aug. 23, 1931
- 19 Jan. 2-Dec. 18, 1932
- 20 Jan. 14-Dec. 29, 1933
- 21 Jan. 4, 1934-Jul. 19, 1935
- 22 Jan. 13, 1936-Dec. 17, 1937
- 23 Jan. 3, 1938-Dec. 6, 1939
- 24 Sep. 19, 1940-Sep. 26, 1941
- 25 Mar. 27-Jun. 18, 1942
- 26 May 11, 1945-Sep. 11, 1947
- 27 May 28, 1950-Dec. 20, 1959
- 28 Jan. 20, 1960-Dec. 23, 1964
- 29 Oct. 20, 1972-Jul. 31, 1973
- 30 unknown dates
- 31 unknown dates
- 32 unknown dates
- 33 Christmas Cards – 1908-1955
- 34 Christmas Cards – dates unknown
- 35 Postcards – Dec. 4, 1989-Dec. 26, 1913
- 36 Postcards – Jan. 4, 1914-Sep. 3, 1919
- 37 Postcards – Mar. 3, 1924-Dec. 25, 1959

- 38 Postcards – dates unknown
- 39 Special Occasion cards (birthday, Easter, get well, Mother's Day, New Baby, Valentines Day)
- 40 Sympathy Cards – 1942, 1950
- 41 Sympathy Cards (from flowers)
- 42 ditto
- 43 Envelopes
- 44 Funeral Notices
- 45 Wedding Announcements

Box 2

Humane Society of the Chaffey Community

- 1 Board of Directors – ballots
- 2 Board of Directors – outline of Manager's report
- 3 Board of Directors – rulings
- 4 Correspondence – cities – Chino
- 5 Correspondence- cities- Montclair
- 6 Correspondence – cities – Ontario
- 7 Correspondence – cities – Upland
- 8 Correspondence – Dinners 1961-1963
- 9 Correspondence – Government
- 10 Correspondence – Staff
- 11 Correspondence – Veterinarians
- 12 Correspondence – Misc.
- 13 Documents – Agreements
- 14 Documents – Articles of Incorporation
- 15 Documents – By-Laws
- 16 Documents – Holding of First Meeting
- 17 Documents – Ordinances
- 18 Documents – Resolutions
- 19 Financial – Annual Statements 1955-1974
- 20 Financial – Monthly Reports Jul. 1965-Dec. 1974
- 21 Financial – Quarterly Reports 1973
- 22 Insurance Policies – Comprehensive Jul.15 1961-Jul. 15 1965
- 23 Insurance Policies – Fire Jul. 15, 1961-Jul. 15, 1964
- 24 Insurance Policies – Workmen's Comp.
- 25 Insurance Policies – Other
- 26 Legislation
- 27 Lists- Committees 1958-1959
- 28 Lists – Membership
- 29 Lists – Officers and Board of Directors 1954-1973

30	Minutes – 1954
31	Minutes – 1955
32	Minutes – 1956
33	Minutes – 1957
34	Minutes – 1958
35	Minutes – 1959
36	Minutes – 1960
37	Minutes – 1961
38	Minutes – 1962
39	Minutes – 1963
40	Minutes – 1964
41	Minutes – 1965
42	Minutes – 1966
43	Minutes – 1967
44	Minutes – 1968
45	Minutes – 1969
46	Minutes – 1970
47	Minutes – 1971
48	Minutes – 1972
49	Minutes – 1973
50	Minutes – 1974
51	Minutes – 1975
52	Minutes – Date Unknown
53	Newspaper Articles
54	Other Humane Societies
55	Pedigree Charts
56	Pedigree Charts
57	Rabies Vaccination Clinics 1959-60
58	Reports – Rogers Report
59	Reports – Salary Structure
60	Reports – Misc.
61	Misc.
62	Misc.

Box 3

Financial – Receipts

1	Automotive
2	Building Contractors, materials, supplies
3	Cleaners & Launderers
4	Clothing
5	Department Stores
6	Drew Carriage

- 7 Furniture
- 8 Grocery
- 9 Hardware
- 10a Medical and Dental
- 10b Misc.
- 11a Richfield Oil Co. & Union Oil (Mar 1934-Nov 1939)
- 11b Union Oil Co. (Jan. 1940-Apr. 1942)
- 12 Pharmacy
- 13 Plumbing
- 14 Publications
- 15 Utilities-Electric-Ontario Power Co. & San Diego Consolidated Gas & Electric
- 16 Utilities – Electric-SCE (1929-1946)
- 17 Utilities – Gas-S. Counties Gas Co. of Calif. (1923–1945)
- 18 Utilities – Telephone –Assoc. Telephone Co., Ontario/Upland Telephone Co. and Misc.
- 19 Utilities – Water – Ontario Water Dept. (1922-1940)
- 20 Utilities – Water – District # 1 Water Dept. San Diego
- 21 Bessie’s payroll stubs from the City of Pomona (Library) 1952-53
- 22 Insurance – AAA Auto
- 23 Insurance – Fire
- 24 Insurance – Health
- 25 Insurance – Home
- 26 Insurance – Life
- 27 American Trust Company
- 28 Financial Correspondence – real estate
- 29 Bank of America stock info
- 30 Blythe, Witter and Co. stock transactions
- 31 E. L. Brewer Real Estate transactions
- 32 E. L. Brewer Real Estate transactions
- 33 E. L. Brewer Real Estate transactions

Stock Information

- 34 Broadway Dept. Stores
- 35 California-Western State Life Insurance Co.
- 36 Century Shares Trust
- 37 Continental Oil Company
- 38 Crown Zellerbach Corp.

Box 4

Financial – Bank Statements and Checks – First National Bank (Ontario)

- 1 Dec. 6, 1920-Dec. 2, 1921
- 2 Aug. 1-Oct. 1, 1919
- 3 Oct. 1-Oct. 10, 1919
- 4 Oct. 10-Dec. 11, 1919
- 5 Dec. 10, 1919-Jan. 28, 1920
- 6 Jan. 28-Apr. 20, 1920
- 7 Oct. 10, 1919-Jan. 21, 1921
- 8 Feb. 4-Nov. 27, 1921
- 9 Jan. 5-Jun 24, 1922
- 10 Jul. 1-Oct. 31, 1922
- 11 Nov. 1-Dec. 30, 1922
- 12 Nov. 22, 1922-Oct. 29, 1923
- 13 Jan. 2-Apr. 30, 1923
- 14 May 2-Aug. 3, 1923
- 15 Sep. 1-Dec. 31, 1923
- 16 Jan. 2-May 31, 1924
- 17 Jul. 3-Dec. 27, 1924
- 18 Jan. 2-Jun. 29, 1925
- 19 Jul. 2-Dec. 31, 1925
- 20 Jan. 8-Dec. 29, 1926
- 21 Nov. 1 1924-Feb. 5, 1926-Ontario National Bank
- 22 Nov. 5, 1926-Dec. 28, 1927-First National Bank (Ontario)
- 23 Dec. 31, 1927-Mar. 6, 1929-Pomona Commercial/Savings Bank
- 24 Nov. 6, 1929-Feb. 24, 1930-Pma Commercial/Savings Bank
- 25 Mar. 1930-Pma Commercial/Savings Bank
- 26 May 9-Sep. 12, 1930-Pma Commercial/Savings Bank
- 27 1932- First National Bank (Ontario)
- 28 Jan.-Jun. 1933-First National Bank (Ontario)
- 29 Jul.-Dec. 1933-First National Bank (Ontario)
- 30 Jun. 2, 1933-Jan. 6, 1934-Pomona Commercial/Savings Bank
- 31 Jan.-Jun. 1934- First National Bank (Ontario)
- 32 Misc. cash books

Box 5

Financial – Bank Statements and Checks – First National Bank (Ontario)

- 1 Jul.-Dec. 1934
- 2 Feb-Nov 1935
- 3 Jan-Jun 1936
- 4 Jul-Dec 1936
- 5 Jan-Jul 1937
- 6 Aug-Dec 1937

- 7 Jan-Jun 1938
- 8 Jul-Dec 1938
- 9 Jan-Jun 1939
- 10 Jul-Dec 1939
- 11 Jan-Jun 1940
- 12 Jul-Dec 1940
- 13 Jan-Jun 1941
- 14 Jul-Dec 1941
- 15 Jan-Sep 1946
- 15a 1978-82 misc. checks & statements

Financial – Bank Statements and Checks – Pomona Commercial/Savings Bank

- 16 Jan-Nov 1934
- 17 May 1935-Mar 1936

Financial – Check Stubs

- 18 1920-1925
- 19 1926-27
- 20 1927-29
- 21 1929-30
- 22 1931-32
- 23 1933
- 24 1934
- 25 1935
- 26 1936
- 27 1937-41
- 28 Check books
- 29 Savings books

Box 6

Stock Information Continued from Box 3

- 1 Eighth & Figueroa Company
- 2 General Electric
- 3 General Plywood Corporation
- 4 Housser, Wood & Company
- 5 London Assurance Corporation
- 6 Pacific Company of California
- 7 Pacific Gas & Electric Company
- 8 Pacific Southern Investors, Inc.
- 9 Southern California Edison Company
- 10 Standard Oil Company of California
- 11 Union Oil Company of California
- 12 Weedon & Company

- 13 K. S. Albert correspondence-Oil & Gas Lease Application
- 14 Bank Stocks – including Bank of Italy (later BofA)
- 15 Misc. Financial information
- 16 El Triangulo cottage, La Jolla – financial records
- 17 Real Estate correspondence
- 18 Legal Correspondence - estates
- 19 Mic. Stock Reports
- 20 Tax Information, notes, worksheets – 1940-64
- 21 Misc. Financial notes, papers
- 22 Misc. Financial notes, papers
- 23 Newspapers – Ontario Weekly Herald 8-14-24 and LA Times from 6-14-42.
- 24 Brown 3-ring Binder-misc. information
- 25 Black 3 ring Binder – misc. information

Box 7

- 1 Daughters of the British Empire
- 2 Friday Afternoon Club programs 1909-1920
- 3 Friday Afternoon Club programs 1921-1928
- 4 Friday Afternoon Club programs 1929-1943
- 5 Friday Afternoon Club misc.
- 6 Masonic
- 7 Red Hill Country Club
- 8 Scottish Terrier Club of California Bulletins Sep. 1954-Sep. 1969
- 9 Misc. Scottish Terrier Club papers
- 10 Shakespeare Club – annual announcements 1920-1925
- 11 Shakespeare Club – correspondence
- 12 Tailwagger Foundation of America
- 13 Misc. Clubs
- 14 Misc. long financial papers
- 15 Misc. long financial papers
- 16 Wills, estate papers.
- 17 Long Photo of Avalon Harbor.
- 18 Long-form Clinical Records for Mrs. Sheppard.

Box 8

- 1 Negatives
- 2 Family Photos
- 3 Portrait of Bessie Sheppard
- 4 Correspondence- 1930's

- 5 Misc. papers
- 6 Misc. papers
- 7 Empty Leather Wallets
- 8 Misc. papers
- 9 Misc. Papers
- 10 Sheppard Family Funeral Papers

Papers and photos from Bessie's years at the Riverside Library School-1917-1919

- 11 Photos
- 12 Rules for Filing Cards
- 13 Misc. library papers
- 14 Time Schedules and misc. catalog cards
- 15 Misc. papers
- 16 Bookbinding class project
- 17 Misc. library school papers
- 18 Misc. library school papers
- 19 Misc. papers
- 20 Book Selection Class notes
- 21 Booklets
- 22 Misc. library papers
- 23 Misc. papers
- 24 Misc. papers

Box 9

Medical Papers from Dr. Sheppard's practice and from his sister.

- 1 8.5x5 black binder of notes on patients circa 1922.
- 2 Correspondence with other doctors – 1920's
- 3 2 Physicians Pocket Account Books -1908, 1910
- 4 Letter, business card and office billing form donated by Skip Pace-1979
- 5 2 Pocket Account Books – 1911, 1913.
- 6 Medical Correspondence, bills, a prescription, baby announcement 1920's-1968
- 7 Eyeglass prescription book, a monograph on the adrenals, blood Pressure pamphlet from Prudential Insurance
- 8 Patients Clinical Charts from San Antonio Hospital – 1930's
- 9 Ditto. A copy of a floorplan for a new wing of the hospital.
- 10 Ditto
- 11 Nurses Work Sheets – San Antonio Hospital – 1930's
- 12 Correspondence relating to ordering narcotics for Dr. Sheppard's Practice – 1918

- 13 Craig/Sheppard office ledger pages and balance sheets – 1920's
- 14 Invoices for medical office supplies
- 15 Correspondence re: patients with other doctors
- 16 Correspondence re AMA and San Bernardino County Medical Society
- 17 Notes and items used in a first-aid class – 1955
- 18 2 Pocket Account Books – 1914, 1916.
- 19 2 Pocket Account Books – 1918, 1919.
- 20 2 Pocket Account Books – 1922, 1923.
- 21 1 Pocket Account Book – 1924. 1 Book of Medical Exams – 1920.
- 22 Prescription Pad – 1923. One undated.
- 23 2 notebooks, undated, one on diabetes.
- 24 Presentation to Miss Sheppard June 1900 for her work as Lady
Superintendent of Guelph Hospital, Canada
- 25 Letter dated July 24, 1907 about treating a painter with a broken arm.
- 26 Scrapbook of diseases
- 27 3 of Dr. Sheppard's ledgers from 1908 and 1913.
- 28 Letter tablet, mostly empty.

Box 10

Contains 2 of Dr. Sheppard's medical ledgers: one from 1909-1922 and one from the
Teens to the 1920's.