

Bessie Sheppard Collection, 1874-1975

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



Ontario, California

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

Date Completed: August 2009

Descriptive Summary

Title

Bessie Sheppard Collection, 1874-1975.

Creator

Most of this collection probably came from Skip Pace, who is the current owner of the Ensign-Sheppard house in Ontario. Date of donation(s) is unknown.

Extent

Number of containers: 9

Linear feet: 13.5 feet

Abstract

Bessie Sheppard was born in Ontario, Canada Jan. 17, 1895. In 1899, her father, Dr. Christopher Sheppard, decided to move to Ontario, California permanently, as the family had been wintering here for a few years. He took over the medical practice of the late Dr. Orville Ensign and rented his home on S. Laurel. In 1906, Dr. Sheppard bought a house on the northwest corner of "C" and Euclid and remodeled it to accommodate his practice.

Elizabeth "Bessie" Sheppard graduated from Chaffey High School in 1913 and went to the Riverside Library Service School, graduating in either 1917 or 1918. By 1925 she was employed as a cataloger at Pomona Public Library. She held several different positions until her retirement in 1973.

Dr. Sheppard bought a lot in 1923 on the southeast corner of El Morado Court for a house and office but died in 1924 before they were built. Bessie and her mother moved into a smaller residence at 112 El Morado Court. Bessie lived there until her death Sept. 15, 1985. She is buried at Bellevue Cemetery.

She was involved with the Shakespeare and Friday Afternoon Clubs and was on the Board of Directors of the Chaffey Community (now West End) Humane Society.

This collection contains family photos, correspondence, financial and legal papers, bank statements and checks, and much of Bessie's coursework from library school. Also included are programs, minutes and notes from the Shakespeare and Friday Afternoon Clubs and the Humane Society as well as medical papers, invoices, and appointment books from Dr. Sheppard's practice.

Administrative Information

Access

Collection is open for research during the operating hours of the Robert E. Ellingwood Model Colony History Room, or by appointment.

Preferred Citation

Bessie Sheppard Collection, 1874-1975. Robert E. Ellingwood Model Colony History Room, Ontario City Library.

Acquisitions Information

Most if not all of this collection was acquired by Skip Pace, the current owner of the Ensign-Sheppard house in Ontario. It is not known by current staff how long the collection has been in the Model Colony Room.

Processing Information

Processed by Luz Graue circa 1994 and Joanne Boyajian, Alana Forbes, Martha Rodriguez and Kathy Taggart, 2008-2009.

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.