

**Ontario City Library Archives Collection
1890-Present**

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



Ontario, California

**Contact Information: Ontario City Library Model Colony Staff
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Processed by: Joanne Boyajian , 2006-07

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Descriptive Summary

Title

Ontario City Library Archives Collection, 1890-present

Creator

This collection is composed of scrapbooks, photos, ledgers, clippings, Library Board agendas, minutes and other papers related to the history and operation of the various libraries serving the citizens of Ontario from 1890 to the present day.

Extent

Number of containers: 21 bankers and/or flat storage boxes, 2 file drawers of photos

Linear feet: 63

Abstract

The Ontario City Library began as a collection of books donated by early settlers. These pioneers met in the Ontario Hotel parlor in November, 1885 to set up a borrowing library with these donations. The library grew and was relocated several times before moving into its first designated library building at Euclid and D Streets. This building was funded by a Carnegie grant and was completed in 1907. By the late 1950's, the building was deemed unsafe and was closed. A new location at 215 E. "C" Street was procured and a new one-story modern building was built and dedicated in November, 1960. A basement and expansion to the west was added in 1970. By the 1990's the building was again woefully unequipped electrically and too small. Collections and operations moved into Interim facilities between 2003-2006 while the old building was completely remodeled. The present building was rededicated in January 17, 2006. The Library Archives collection documents the growth, construction, and activities of the library during this time period.

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

[Ontario City Library Archives Collection 1890-present. Robert E. Ellingwood Model Colony History Room, Ontario City Library.]

Acquisitions Information

Items were accumulated from 1980 onwards as staff thought to save them.

Processing Information

Joanne Boyajian, 2006-07

Scope and Content

This collection is comprised of 21 archival boxes of materials, bound copies of the Ontario Library Board of Trustees Agendas and Minutes from 1900-the present, two firesafe drawers of library photos and an unprocessed sub-collection of 6 boxes containing Library Centennial (1985) materials. Items include Circulation records, cash ledgers, yearly scrapbooks and photograph albums documenting library programs, activities, new books, new staff. Library memorial books and donors are included, as are library annual reports from 1905-1980, press releases, newspaper clippings, library construction documents, floorplans for the several buildings and the Grove Ave. Branch, grant materials (MURL, literacy, CA Council for the Humanities), bibliographies, financial and building operation records, and staff manuals, and folders for each director.

Container List

Box 1 – (banker box)

3 cash ledgers dated 1890-1899; 1899-1901; and 1919-1927, including salaries, library fines, books purchased, insurance, binding, supplies, utilities, building repairs.

1 ledger of “books withdrawn 1-1000”, dated 1903-June 1919.

Folder 1 - Copy of letter from Andrew Carnegie dated March 27, 1906 sending the sum of \$10,000 to the Ontario authorities to pay for the library building.

2 articles of the Library Trustees Reports for 1895 and 1896 receipts and disbursements.

Folder 2 - 1 scrapbook that has been photocopied. The various articles are dated between the 1880's and the 1940's from libraries in California, New Jersey and New York. The original scrapbook had no cover and was bound with string, which was discarded to facilitate the photocopying of the individual pages. It was discarded.

Slide boxes – of slides from the old C Street building construction.

Box 2 – (banker box)

Black Binder - scrapbook photos from 1906 to 1959, most black and white of events, and displays at the Carnegie Library.

Plaid Scrapbook - scrapbook of correspondence, Christmas cards, letters, from 1931-1941.

Green Binder - Guest book with wood cover and hand-painted pages including staff signatures, library patrons signatures and overdue slips. Period covered is 1928-1957.

Gray Binder - Reference staff “Quick Reference” notebook covering fugitive facts and handy information from 1930-1970.

Box 3 – (banker box)

Envelope 1 – cash and disbursements worksheets from 1961-1964. Note says, “Mr. Cooley’s work sheets when reconciling monthly cash and disbursement records”.

Loose – 1 ledger of receipts and expenditures – 1926-1928
2 Record books of customer refunds – 1954-1958 and 1958-59
1 d e ledger of new readers/school books/ - 1952-1960
1 single entry ledger book of expenditures/school books/registrations –
1944-48
5 City of Ontario purchase/requisition books for supplies 1961-63
7 check stub books for checks #505-2016 covering June 10, 1959 to Feb.
12, 1963
8 Circulation ledgers – 1939-40, 1947-48, 1948-49, 1949-50, 1950-51, 1952-54, 1954-56, 1956-59, 1960-64
1 small black spiral bound ledger with circulation stats from 1928-1959.
Folders-LS-2000 system overview. OCLC Circ system and contract-1984.
LS/2000 proposal-1985. Agreement to acquire LS/2000 system-1988.
Honnold-
1985.

Box 4– (flat 16x21)

Scrapbook 1 – 1929-46-clippings only, no photos
Scrapbook 2 – 1940-43 – clippings only, no photos
Photographs – black album of photos only from 1940-42
Brown scrapbook – 1968-69 - publicity clippings, flyers, brochures, bookmarks,
Photos. Cool clipping/picture of Kay Pearlman, new hire in 1969.

Box 5 – (flat 16x21)

Scrapbook 1 – 1947-48
Scrapbook 2 – 1950-51
Scrapbook 4 – 1940’s, photos of Halloween, etc at the Carnegie library.

Box 6 – (banker box)

Scrapbook 1 – photos only – 1936-38 displays, programs at the Carnegie library,
Including dog week, Susan B. Anthony day, Navy day, Halloween,
Book

Week.

Scrapbook 2 – photos only – 1939-41-Ultimatum to Nazis, Easter
Scrapbook 3 – photos only – 1940's. Miss Hamilton, then and now,
Halloween
Scrapbook 4 – clippings – 1944-46
Scrapbook 5 – 1949-50 – first entered in the John Cotton Dana Publicity
Awards
Contest? Theme-gold rush – 1849-1949. Got an Honorable
Mention. most clippings have come unglued.
Scrapbook 6 – 1950 – done as a yearly diary of life in the library JC Dana
entrant.
Scrapbook 7 – 1940's-1950's – children's crafts, bookmarks
Scrapbook 8 - 1955 3 ring green binder-forms, clippings, library Christmas
card

All scrapbooks need preservation work in Box 6.

Box 7 – (banker box)

Memorial folders for: Martin Luther King Jr., Reuben Salazar, Ethel
Garner, J. M.
Kelber, JFK, Dorothy Newman, POW's-MIA's, Clara Price, Marjorie Fisk
Minton, Lech Krahelski, Louis deGoll/April Patterson French, (paintings)
Leann Semon
1 box of 4 dies used for printing library letterhead showing front of
C St.
Building circa 1958? And partial map of main floor same year.
3 boxes bookplates
Steno pad of library board secretary's (?) notes from 1964-1972
1 permanent record book listing books purchased as memorials 1942-1973
1 lime green 3 ring binder continuing memorial books purchased with
copies of
donor's checks and thank you letters written by Kay
Pearlman, through
1980

Box 8 – (banker box) Library Board

Archival folders of library board annual reports 1905-1980, files for each
board
member (Biesel to Reeder). OCL Library Board Policy Manual-1981,
former board members, board sub-committee personnel-1981. Library

Trustees nameplate sign with slide-out names.

Box 9 – (banker box)

Scrapbook 1 – 1951-52 another John Cotton Dana publicity entry with library events, displays, brochures displayed by month. Done by Mary Waldapfel as are all of the others.

Scrapbook 2 – 1960 JC Dana book; articles and pictures from the Daily Report documenting tear down of C street house and construction of the 1960 new library; new book checkin procedure (photo) , customer survey article, annual library Christmas card.

Scrapbook 3 – 1960-1982 – more color (badly faded) 1970's photo of library construction; photo of Jerene Appleby Harnish at annual Friends tea June, 1976; the famous moon rocks exhibit in 1978. Lots of staff pictures missing!! Done by Carol Wolf.

Scrapbook 4 – 1967-68 JC Dana entry again, but really abbreviated. Clippings and a few library programs/brochures.

Scrapbook 5 – 1968 by Carol Wolf, how to win a bond issue in 4 months to fund the expansion of the C St. building.

Box 10 – (banker box)

Scrapbooks 1 and 2 – 1970-1971

Newspaper clippings (indexed in Horizon where appropriate), photos, library brochures, programming announcements, correspondence, publicity releases, annual report for 1970-71

Scrapbook 3 – 1972-73

Newspaper clippings (indexed in Horizon where appropriate), photos, library brochures, programming announcements, correspondence, publicity releases, annual report for 1972-73

Scrapbook 4 – 1973-77 consisted of only newspaper clippings stuck between pages, not glued in. So we photocopied them onto archival paper.

Scrapbook 5 - 1972

Newspaper clippings (indexed in Horizon where appropriate), photos, library brochures, programming announcements, correspondence, publicity releases.

Box 11 – (grey 9x12)

Press releases from 1970-1987 plus 20+ essays from local schoolchildren (library contest?) on "What is the value of Library to its community?"

Box 12 – (banker box) Library Building

Library files from 1970's and 1980's: building, refrigeration, library dedication
1961 and 1970, future development report-1956, building addition-pre-lim plans, sale of D St. property, A/C files, furniture/shelving, 1986 contract for building expansion. 1987 CDBG info. Library building appraisal-1958.

Box 13 – (banker box) New Building-1988

Library plans for proposed new building-1988 to 1992. Wheeler-Wimer-Blackman Architects. (the triangle building design) Notes from 1976 library survey by Howard Rowe.

Box 14 – (17x20)

Library scrapbook of news clippings from Jan. 1974-June 1982 including the “famous” picture of Rosita shelving in a bikini, the controversy before H. Covey was hired as director, the library grand piano gift. Encapsulated article of rare (1777) book (in CS firesafe) donated to the library in 1976.

Box 15 – (banker box) Branch Library Adult & Children's items

Grove Branch-dedication program, news articles, budget, layout, pictures before move in-1987, lease, certificate of self-insurance, correspondence. Children's-registration ledger-1924, Color Ontario coloring book-1985 centennial, Super Summer '79 scrapbook, assignment alert forms. Folder of small Library ephemera. Duplicates of OCL annual reports 1971-80.

Box 16- (banker box) Misc library items

Proclamations. Grant info – MURL-1986-1991, literacy-1985, CA Council for Humanities-1989, minority recruitment grant. Bibliographies, Purchase of bookmobile, financial folders, LSTA quarterly reports, personnel Employment exams.

Box 17 – (banker box) Misc folders from 1970's to 1990's

Civic Ctr. Complex. Mary Waldapfel retirement. Library Archives folders
for

1982-1995. Admissions Day program-1998. Cover to Cover articles.

Library

Staff manuals. Folders for Directors Schaefer, Housel, Covey, Luce, Evans
and Evans Ephemera. Library Rules-1994. Luce/Evans signs.

Box 18 – (shoe box)

3 boxes of slides from 1957 to 1986 showing library construction progress
(1973 and 1978) . Library 75th parade 1957.

Box 19 (banker box) – Misc. library items from 2000-

Folder 1 – OCL grand re-opening Jan. 2006

Folder 2 – Children's materials

Folder 3 – Model Colony materials

Folder 4 – OCL staff materials

Box 20 (17x20)

large black scrapbook of clippings and photos from 1954-59

Scrapbook 3 - 1952-54

Box 21 (10x15 grey)

Ontario Library Board Minutes in ledgers from May 1900-June 1925

Box 22 (banker box) Library Centennial Program Materials

Folder 1 – Best Sellers from 1885-1985

Folder 2 – Centennial contributions and receipts

Folder 3 – Centennial correspondence

Folder 4 - Centennial essay contest essays

Folder 5 - Centennial giveaways (pens, keychains)

Folder 6 - Centennial guest book

Folder 7 - Centennial posters and postcards

Folder 8 - Centennial program

Folder 9 - Chronology of the library to 1985

Folder 10 – Docent kits for program day

Folder 11 – “First Collection” of library books

Folder 12 - FOCL Centennial issue of Newsletter

Folder 13 – Library Board notes, speech notes

Folder 14 – Mobile library schedule Nov-Dec 1985

Box 22 continued

Folder 15 – OCLC annual report 1984-85
Folder 16 – OCL history drafts 1880's to 1900's
Folder 17 – OCL history, expanded outline
Folder 18 – OCL history, final drafts July 1985
Folder 19 – OCL history, notes and early outlines
Folder 20 – OCL history, printed version, "A Commemorative History"
Folder 21 – photos of Centennial activities 1985
Folder 22 – photos used in Commemorative History booklet
Folder 23 – publicity, Centennial
Folder 24 – slides of Centennial program 1985
Small box containing several hundred 3x5 notecards used in compiling
Commemorative History booklet

Box 23 (14x18 flat grey)

Folder 1 – Meeting Room schedule Nov. 1985
11x17 posters "Ontario City Library celebrating a century of books and
Service Nov. 12-16, 1985
Plaque 12x14 from Senator and Mrs. Ruben S. Ayala in recognition
of Ontario City Library's first century of Books and Service to the
community of Ontario dated Nov. 15, 1985

This collection also includes:

Compact Storage firesafe # YY photos of library staff and events from
1970's

to 2000-.

MC workroom firesafe - Catalog of library books in ledger from 1895

Bound volumes – of Library Board minutes and statistics etc. Found
under MC

021.82 ONT on CS shelves.