Lebanon Public Library Archives

Finding Aid prepared by Eric Spall, 2018; updated September 2018; updated October 2018; updated August 2019; updated October 2019

Provenance


Scope and Content

The Lebanon Public Library Archives documents the library's own history. It includes the library board’s minutes, correspondence (mainly to or from board members and directors), extensive documentation of the library’s two building expansions, reports, strategic plans, newspaper clippings, ephemera, and photographs.

Series IV.E: Library Plan, 1984, contains a paper describing the layout of the library and proposed improvements written by Fern Miner for a library school class; the paper includes photographs.


Series IV.G.5: Expansion, 2000-2009, Blueprints and Floor Plans is stored in the Ralph W. Stark Heritage Center Map and Blueprint Collection cabinet

Series XIV: General Programs includes responses from the library’s 2003 Armed Forces Care Packages project (one respondent sent an Operation Enduring Freedom challenge coin).


Series XX.B: Scrapbooks, Clippings, contains 8 volumes covering 1936-2003 (many of the clippings in the last volume are undated).

Series XXI: General Clippings contains newspaper clippings related to the library in general. Clippings related to specific departments or programs are found in their respective series.

Series XXIII.A: Artifacts, Historical Office Supplies, contains many stamps used to label library books, a Demco electric pencil box, tips, and transfer paper, two wood coin tills, an adjustable date stamp, and a wall-mounted hand-cranked pencil sharpener.

Series XXIII.B: Artifacts, Awards, Plaques, and Trophies, contains:

- Plaque presented by Union Federal Community Bank in 1991 following the completion of the 1990-1991 expansion project
- Plaque presented by InterDesign Group following completion of the 1990-1991 expansion project
- Pen and ink drawing of library building by Betsy Potts, presented by Florentine Club, 1991
- Indiana Library Federation Outstanding Library Award plaque, 1992
- Plaque created by the library to commemorate "community spirited individuals who have been especially generous" to the library
- Plaque presented by the Library Board of Trustees in 1997 to welcome new director Larry Hathaway and honor former director Ann Garoffolo and treasurer Ruth Lucas.
- Boone County 4-H Fair, 1st place, non-4-H Float, 2001, trophy
- Boone County 4th of July Parade, 2nd place, non-for-profit float, award plaque, 2004
- Dr. M. C. Kivett Award for Exemplary Service, 2004

Series XXIII.D: Artifacts, Miscellaneous, contains a Lebanon Carnegie Library souvenir spoon, a 90th Anniversary paper weight, Kay K. Martin name stamp, library bags (cloth and plastic), a mouse pad with picture of library and “The Foundation of a Literate Community” (use discontinued in 2018), and two US flags flown over the US Capitol.

Series XXV: Digital Collections contains disks with some of the Lebanon Public Library Archives’ digital content. See Heritage_Digital_Collections/LPL_Archives. The organization of the library’s digital archives corresponds to the print archives, except for digital photographs. General photographs are stored in the General_Photographs folder, which does not have a series number; subject specific photographs are stored within the appropriate series folder. Some digital photographs are in Heritage_Digital_Collections/Negatives_Digital_Prints. As of January 2018, not all of the print series have a digital counterpart and not all digital series have a print counterpart.

Series XXVI: Photographs is stored in the Heritage Center Photograph Cabinets (additional library photographs are in the Oversize Photograph collection, Photographs-Negatives, and slides collection).
Series XXVII: Historical Collection contains books from the library’s collections kept because they are among the earliest books added to the collection or because they contain bookplates, card pockets, or stamps that illustrate the different ways in which the library has marked books throughout its history. See Appendix for complete list.

Series
I. Library Board
   A. Minutes
      1. Bound Volumes
      2. Unbound Minutes
   B. By-laws
   C. Board Appointments
   D. Class 1 Library Conversion
   E. Service Expansion
      1. General
      2. Merger with Ulen and Center Township
   F. Budgets and Taxes
   G. Tax Notices
   H. Treasurer’s Reports
   I. Audit Reports
   J. Proposals and Agreements to Receive Public Funds on Deposit
   K. Memorials
   L. Holiday Closings
   M. Miscellaneous

II. Correspondence

III. History

IV. Building
   A. Real Estate
      1. Deeds
      2. Abstracts
      3. 110 East Washington Street
      4. 217 North Meridian Street
   B. Maintenance
   C. Redecorating, 1958
   D. Renovation, 1964-1965
   E. Library Plan, 1984
      1. Operation and Maintenance Manuals (2 binders)
         a) Architectural
         b) Mechanical
      2. General Documentation
      3. Feasibility Study
      4. Meetings
      5. Bids and Proposals
6. Petitions
7. Bills/Invoices/Payments
8. Dedication
9. Miscellaneous
10. Scrapbook
11. Blueprints and Floor Plans
   a) Concept 2, June 21, 1989
   b) Preliminary Design, August 2, 1989
   c) Preliminary Design, August 23, 1989 (2 copies; 1 with handwritten notes)
   d) Upper Level Equipment Plan (3 copies; 2 with handwritten notes)
   e) Addition and Renovation Plans (partial?), December 27, 1989
   f) Furniture Plans, May 16, 1990
   g) Addition and Renovation Plans (partial), January 31, 1990
   h) Addition and Renovation Plans (complete), January 31, 1990 (2 copies; 1 signed by board and administration)

G. Expansion, 2000-2009
1. Feasibility Study, Odle McGuire & Shook Corporation (1 binder)
2. General Documentation
5. Blueprints and Floor Plans
   a) Fire Alarm Plans (four sheets), July 28, 2004
   b) Main Level Equipment and Finish Plan, June 30, 2005
   c) Plans (Upper Level plans, Mezzanine HVAC plans, HVAC schedules, and Main Level and Mezzanine plumbing plans), April 3, 2006
   d) Upper Floor Buildout, February 21, 2007 (2 copies)
   e) Fire Alarm Systems, June 28, 2007 (2 copies)
   f) As Built Drawings by Taylored Systems (2 sheets; Telephone, Video, LAN riser diagrams), December 24, 2007 (2 copies)

6. Memorial Pavers Binder
XII. Library Cards
   A. Cards
   B. Applications

XIII. Departments
   A. Children’s
   B. Heritage Center
      1. Register, 1976-2001
      2. Programs
      3. War Years Roundtable
      4. Miscellaneous
      5. Climate Control Data
   C. High School Branch
   D. Young Adults / Teens
      2. Newspaper Articles Binder, 1 vol.
      3. Kenworthy Reading Camp
         b) Miscellaneous
      4. Stats
      5. Programs

XIV. General Programs
XV. Anniversary Celebrations
   A. 90th Anniversary
      1. General Documentation
      2. Guest Book
      3. Scrapbook
      4. Anniversary Quilt
         a) Quilt
         b) Certificate
   B. Centennial
      1. Scrapbook
      2. Author Auction
      3. Miscellaneous
   C. 105th Anniversary
   D. 110th Anniversary

XVI. Logo and Stationery Designs
XVII. “The Prolog”
XVIII. Project Literacy: Boone County
XIX. Memberships
   A. Evergreen Indiana
   B. Indiana Digital Preservation (InDiPres)
XX. Scrapbooks
   A. Library History, 1905-1990
   B. Clippings
Background

The movement to establish the Lebanon Public Library began in 1902. Construction of the original building, which opened in 1905, was funded by Andrew Carnegie. The building has undergone three major renovations/expansions: 1964-65, 1990-91, and 2005-06.

The original library district consisted solely of Lebanon, though the library has provided outreach to unserved townships for much of its existence. In 1963, the library board formally consolidated Lebanon, Ulen, and Center Township into a single library district.

From 1923 to 1938, the Lebanon Public Library managed the Lebanon High School library as a branch.

Sources


Access Restrictions: None

Related Holdings:
- Oversize Photographs; Negatives; Slides.
- Special Collections: Tri-Area Library.
● Vertical Files: Boone County Libraries; Lebanon Public Library; Lebanon Public Library--First Expansion.

Note: The Library Development Office at the Indiana State Library in Indianapolis maintains an extensive Lebanon Public Library Correspondence and History file.

Preferred Citation: Lebanon Public Library Archives, Special Collections, Ralph W. Stark Heritage Center, Lebanon Public Library, Lebanon, IN.
Appendix

Series XXVII: Historical Collection

Items with accession numbers before 51401 received no later than July 1949; items with accession numbers after 66475 received no earlier than December 1963.

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Publication Date</th>
<th>Accession No.</th>
<th>Date of Acquisition</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>American and English Genealogies in the Library of Congress, 2nd ed.</td>
<td>Library of Congress</td>
<td>1919</td>
<td>N/A</td>
<td>1926[?]</td>
<td>&quot;Public Library Lebanon, Indiana&quot; embossed stamp, pp. I, III; &quot;Heritage Room&quot; stamp, first page inside cover; Call Number, inside front cover and spine</td>
</tr>
<tr>
<td>Beasley's Christmas Party</td>
<td>Tarkington, Booth</td>
<td>1909</td>
<td>4320</td>
<td>January 1910[?]</td>
<td>&quot;Public Library Lebanon, Indiana&quot; embossed stamp, title page; card pocket, inside front cover, with card</td>
</tr>
<tr>
<td>Fort Wayne: Gateway of the West, 1802-1813</td>
<td>Griswold, Bert (ed.)</td>
<td>1927</td>
<td>26306</td>
<td>N/A</td>
<td>Card pocket, inside front cover, with card; Indiana Collection sticker, inside front cover</td>
</tr>
<tr>
<td>History of the 72d Indiana Volunteer Infantry of the Mounted Lightning Brigade</td>
<td>McGee, B. F.</td>
<td>1882</td>
<td>3475</td>
<td>1907[?]</td>
<td>&quot;Public Library Lebanon, Indiana&quot; embossed stamp, title page; card pocket, inside front cover, with card; signed by author Benjamin F. McGee</td>
</tr>
<tr>
<td>Indiana at Shiloh: Report of the Commission</td>
<td>Coons, John W.</td>
<td>1904</td>
<td>1953</td>
<td>1905[?]</td>
<td>&quot;Lebanon Public Library, Lebanon, Indiana&quot; circular embossed stamp, title page; &quot;Public Library Lebanon Ind.&quot; embossed stamp, title page</td>
</tr>
<tr>
<td>Title</td>
<td>Author</td>
<td>Year</td>
<td>Call No.</td>
<td>Date</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Indiana Battle Flags and a Record of Indiana Organizations in the Mexican, Civil and Spanish-American Wars</td>
<td>Indiana Battle Flag Commission</td>
<td>1929</td>
<td>44401</td>
<td>05/16/1942, see p. 5</td>
<td>Card pocket, inside front cover, with card; Indiana Collection stamp, on card pocket</td>
</tr>
<tr>
<td>Last of the Miamis</td>
<td>Winger, Otho</td>
<td>1935</td>
<td>640254</td>
<td>N/A</td>
<td>Card pocket, inside front cover, without card</td>
</tr>
<tr>
<td>Official Roster of the Soldiers of the American Revolution who Lived in the State of Ohio, vol. 2</td>
<td>Dailey, Orville D., Mrs.</td>
<td>1938</td>
<td>62849</td>
<td>1960</td>
<td>Can be matched to extant accession records (series XI)</td>
</tr>
<tr>
<td>Relive It...with C. Earl East</td>
<td>East, C. Earl</td>
<td>1963</td>
<td>660703</td>
<td>N/A</td>
<td>Signed by author &quot;for the Adult History Shelves of the Lebanon City Library&quot;, see copyright page</td>
</tr>
<tr>
<td>Riley in Memoriam</td>
<td>Morgan, John H. (ed.)</td>
<td>1989</td>
<td>900127</td>
<td>01/30/1990</td>
<td>Card pocket, inside front cover, with card</td>
</tr>
<tr>
<td>Some Torch Bearers in Indiana</td>
<td>Dye, Charity</td>
<td>1917</td>
<td>13418</td>
<td>1917</td>
<td>Signed by Gov. Samuel Ralston. Presented by Ralston to the library as a Christmas present.</td>
</tr>
<tr>
<td>Tippecanoe Battle-Field Monument, The</td>
<td>Reser, Alva O.</td>
<td>1909</td>
<td>4122</td>
<td>April 1909[?], see p. 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Tour Through Indiana in 1840, A: The Diary of John Parsons of Petersburg, Virginia</td>
<td>Rabb, Kate Milner, ed.</td>
<td>1920</td>
<td>19087</td>
<td>May 10, 1942</td>
<td>Signed by H[?] Peabody, Dr. Lew L. Wallace, and C. M. Zion. Gifted to the library by Zion.</td>
</tr>
<tr>
<td>War Purse of Indiana, The</td>
<td>Greenough, Walter</td>
<td>1922</td>
<td>19918</td>
<td>N/A</td>
<td>Card pocket, inside front cover, with card</td>
</tr>
</tbody>
</table>