

## **MS-101 Montgomery County Humane Society Records**

**Collection Number:** MS-101

**Title:** Montgomery County Humane Society Records

**Dates:** 1901 – 2002

**Creator:** Montgomery County Humane Society

### **Summary/Abstract:**

The Montgomery County Humane Society Records detail the history of the Society including materials that mirror its transition from an organization that consisted of two major departments (the Children's Department and Animal's Department) to one which focused solely one department (the Animal's Department). Within this collection are meeting minutes, case studies, newspaper clippings and newsletters, and photographs and videos. These materials provide insight into the ways in which the organization (today known as the Humane Society of Greater Dayton) provides humane treatment for the animals it houses and the ways in which it attempts to have each animal adopted.

**Quantity/Physical Description:** 5.71 linear feet

**Language(s):** English

### **Repository:**

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

**Restrictions on Access:** There are no restrictions on accessing material in this collection.

### **Restrictions on Use:**

Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder.

### **Preferred Citation:**

(Box #, Folder #), MS-101, Montgomery County Humane Society Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

### **Acquisition:**

The Montgomery County Humane Society Records were accessioned into Special Collections and Archives at Wright State University through the local records program of the Ohio Historical Society in April of 1978.

**Accruals:** Future additions to the collection are possible.

**Revisions:**

In April 2012, the Montgomery County Humane Society Records were reorganized in order to update the finding aid and the collection as well as to make the series more concise and therefore make the collection more accessible. The previous arrangement included eight series. During the revisions of the collection, these were reorganized into five series.

**Physical Characteristics and Technical Requirements:**

Included in this collection are 14 VHS tapes.

**Processed by:** Ellen Guillemette, June 1980

**Additions Processed by:** Patrick Maxton, March 2005

**Additions Processed by:** Patricia A. McEldowney, April 2012

**Processing Information:** Two newspaper clipping scrapbooks with significant preservation issues were photocopied and the originals discarded due to their condition and to prevent potential harm to nearby materials. The clipping scrapbooks exhibited mold, dirt, brittle and acidic clippings and paper pages, and adhesive staining.

**Arrangement:**

The Montgomery County Humane Society Records are organized into five series:

Series I: Administrative Records

Series II: Financial Records

Series III: Programs and Publicity Records

Series IV: Construction Records

Series V: Audio and Visual Material

**Biographical/Historical Note:**

The Montgomery County Humane Society was organized in 1901 as one of ten organizations affiliated with the Federation for Charity and Philanthropy of the Greater Dayton Association. It is a non-profit, tax deductible, incorporated, private organization, chartered by the state and empowered by the Ohio Revised Code to offer their services to the County Commissioners. The intent and purpose which brought the Society into being is the inculcation of humane principles towards all living creatures.

Originally the work of the society was divided into two departments, the Children's Department and the Animal's Department. The Society dealt with complaints related to violations of the law relating to the prevention of cruelty to animals and children, abandonment, non-support or ill-treatment of a child by its parents, the employment of underage children in vocations injurious to health, life and morals, the neglect or refusal of an adult to support destitute parents, and paternity issues. Gradually, the majority of the other concerns were delegated to other departments so that today the Society has charge of animal control for the City of Dayton and Montgomery County, operates an animal shelter, and investigates complaints of cruelty to animals. Occasionally, the Society will cooperate with Family Services in investigating child-abuse complaints. The Humane Officers are law enforcement officers with full police powers,

including concealed weapon bond and powers of arrest where animal law violators are concerned.

The general mission of the Society is the enforcement of state animal law in Montgomery County. The duties include:

1. Maintaining an animal shelter for lost, sick, injured, abandoned, stray, and unwanted animals.
2. Rescuing animals in distress.
3. Adoption of pets into new homes.
4. Providing quarantine kennels for animals suspected of rabies.
5. Teaching kindness towards all living creatures.
6. Providing euthanasia when necessary.
7. Representing the community at the legislative level in state and national humane activities.

The Society receives its income from three main sources:

1. A portion of dog license fees and fines distributed with the County, performed on a monthly basis from the Montgomery County Dog and Kennel Fund.
2. The Animal Shelter for services, covered by an agreement with the County, performed on privately owned animals.
3. The memberships and donations received from backers and supporters sympathetic to their cause.

There is an actual fourth source of income when the County Commissioners make an appropriation for the Human Society out of the County General Fund.

### **Scope and Content:**

The Montgomery County Humane Society Records detail the history of the Society including materials that mirror its transition from an organization that consisted of two major departments (the Children's Department and Animal's Department) to one which focused solely one department (the Animal's Department). Within this collection are meeting minutes, case studies, newspaper clippings and newsletters, and photographs and videos.

Series I, Administrative Records, consists of materials that document the administrative history of the Society. Included in this series are the constitution and by-laws of the organization as well as meeting minutes of the Board of Directors and the Board of Trustees.

Series II, Financial Records, consists of monthly financial statements of the Society. In addition to these documents, there are also audits and reports.

Series III, Programs and Publicity Records, consists primarily of photocopies of articles relating to the work of the Humane Society in its endeavors to help animals. The articles are diverse in their focus. Some articles discuss animal cruelties and the methods in which some animals' lives are terminated in shelters. Other articles were written for the purpose of encouraging pet adoption from humane shelters. There were other, more light-hearted and uplifting, articles about pets and their owners. In addition to the news clippings, there are some newsletters that

the Society publishes titled “Animal Talk.” There are also Society reports of various events that it held.

Series IV, Construction Records, consist of materials related to the building of a new facility for the Humane Society. Included in this series are grant proposals, permits, plans, and periodic updates on the project.

Series V, Audio and Visual Material, consists of photos of shelter workers and volunteers and the events in which they participated to help benefit the animals within the shelter. There were also some photographs of animals at these various events. There are also several VHS tapes of various events hosted by the Humane Society.

## **Subject Terms**

### **Persons/Families**

Hostetter, B. Omer

### **Organizations/Corporate Names**

Humane Society of Greater Dayton  
Montgomery County Humane Society

### **Places**

Dayton (Ohio)  
Montgomery County (Ohio)

### **Subjects (General)**

Pets  
Pet Adoption

### **Material Types**

Correspondence  
Negatives  
News clippings  
Newsletters  
Photographs  
VHS Tapes

## **Collection Inventory**

### **Series I: Administrative Records**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Original Constitution and By Laws	Jan. 9, 1902
	2	Organization and Administration Report	1913 - 1914
	3	Record Retention Schedule	1978

	4	Proceedings of the Advisory Committee	Dec. 16, 1908 – Jan. 13, 1910
	5	Board Member Manual	1990s
	6	Minutes of the Board of Directors Meetings	Dec. 3, 1901 – Jan. 14, 1913
	7	Minutes of the Board of Directors Meetings	Feb. 23, 1920 – Jul. 3, 1923
	8	Minutes of the Board of Directors Meetings	Jul. 23, 1923 – Dec. 13, 1928
	9	Minutes of the Board of Directors Meetings	Jan. 8, 1929 – Nov. 8, 1934
	10	Minutes of the Board of Directors Meetings	Jan. 1937 – Nov. 1937
	11	Minutes of the Board of Directors Meetings	Oct. 10, 1940 – Jan. 10, 1946
	12	Minutes of the Board of Directors Meetings	Jun. 13, 1946 – Jan. 11, 1951
	13	Minutes of the Board of Directors Meetings	Feb. 8, 1951 – May 8, 1955
2	1	Minutes of the Board of Trustees Meetings	1994
	2	Minutes of the Board of Trustees Meetings	1995
	3	Minutes of the Board of Trustees Meetings	1996
	4	Minutes of the Board of Trustees Meetings	Jan. 1997
	5	Minutes of the Board of Trustees Meetings	Feb. – Jun. 1997
	6	Minutes of the Board of Trustees Meetings	Jul. 1997
	7	Minutes of the Board of Trustees Meetings	Aug. 1997
	8	Minutes of the Board of Trustees Meetings	Sep. 1997
	9	Minutes of the Board of Trustees Meetings	Oct. 1997
	10	Minutes of the Board of Trustees Meetings	Nov. 1997
	11	Minutes of the Board of Trustees Meetings	Dec. 1997
	12	Minutes of the Board of Trustees Meetings	1998
	13	Minutes of the Board of Trustees Meetings	1999
	14	Director's Reports	1994
	15	Director's Reports	1997
	16	Strategic Plan	1997
	17	Strategic Plan	1999
	18	Procedures Manuals	1995, 1999, Undated
	19	Board Correspondence	1991 – 1993
3	1	Board Correspondence	1993 – 1995
	2	Board Correspondence	1991 – 1997
	3	Correspondence	1971 – 1995
	4	Shelter Activity	1993 – 1996
	5	Humane Society History	Undated
	6	Job Descriptions – Paid	Undated
	7	Resumes, Policies/Procedures	Undated

## Series II: Financial Records

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	8	Guide to Use of the Accounting System	Undated
	9	Monthly Financial Statements	1916
	10	Monthly Financial Statements	1917
	11	Monthly Financial Statements	1918
	12	Monthly Financial Statements	1919
	13	Monthly Financial Statements	1920
	14	Monthly Financial Statements	1921
	15	Monthly Financial Statements	1922
	16	Monthly Financial Statements	1923
	17	Monthly Financial Statements	1924
	18	Monthly Financial Statements	1925
	19	Year End Financial Statement	1997
	20	Budgets	1916 – 1920
21	Dependents' Trust Fund Amounts	1916 – 1918	
4	1	Statistical Reports	1919 – 1926
	2	Correspondence (CPA)	1926 – 1928
	3	Audits	1919 – 1925
	4	Audits	1926 – 1931
	5	Audits	1932 – 1937
	6	Audits	1938 – 1945
	7	State Auditor's Report of Examination	1926 – 1933
	8	State Auditor's Report of Examination	1933 – 1940
	9	State Auditor's Report of Examination	1940 – 1942

## Series III: Programs and Publicity Records

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	10	Departmental Activities Report	Undated
	11	Summary of Survey of the Social Agencies affiliated with Federation for Charity and Philanthropy	1915
	12	Abandoned Child in Dayton	1919 – 1921
	13	Report on Dayton Day Nursery	1925
5	1	McNabb Case Study	1924 – 1931
	2	Dayton Social Service Exchange Report	1928
	3	Review of Social Service Situation in Dayton	1929
	4	Child Support Claims	1930s
	5	"How to Conduct Pet Parades"	1957 – 1958
	6	Be Kind to Animals Poster	Undated

	7	Be Kind to Animals Week	1958
	8	Be Kind to Animals Week	1959
	9	Application for Charitable Bingo License	1993
	10	Pet Affair	1993
	11	Spay and Neuter Fund	1996
	12	Animal Control Symposium	Undated
	13	“Animal Talk” Newsletter	1968 – 1980
	14	Death of William Stroop Articles	Mar. 1925
	15	Newspaper Articles	1920 – 1929
	16	Newspaper Articles	1930 – 1939
	17	Newspaper Articles	1940 – 1949
	18	Newspaper Articles	1950 – 1959
	19	Newspaper Articles	1960 – 1969
	20	Newspaper Articles	1970 – 1979
	21	Newspaper Articles	1970 – 1972
	22	Newspaper Articles	1973
	23	Newspaper Articles	1974
	24	Newspaper Articles	1975
	25	Newspaper Articles	1976
	26	Newspaper Articles	1977 – 1978
6	1	Newspaper Articles	1979
	2	Newspaper Articles	1980 – 1989
	3	Newspaper Articles	1990 – 1999
	4	Newspaper Articles: 100 Year Anniversary	2002
	5	Newspaper Articles	Undated
	6	General Publicity	Undated
7	1	B. Omer Hostetter Scrapbook	1924 – 1946

#### Series IV: Construction Records

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	1	Building Preparations	1955, 1969, 1985, Undated
	2	Plans for an Animal Shelter	1969, 1973, Undated
	3	Soil Investigation Report for Proposed Sites	1975
	4	Mark Beachler Associates (MBA)/ Building Information	1987 – 1993
	5	New Building Information	1988 – 1993, Undated
	6	Cost Estimate	1990
	7	Contracts, Bids, Estimates of New Building	1990 – 1991
	8	Building Contracts	1991 – 1993
	9	Building Fund – Foundations & Companies – Reapply/New Proposal	1990 – 1992

	10	Building Fund – Reply Letters	1990-1993
	11	Building Campaign General Information	1990, 1993
	12	Proposal Originals	1991
	13	Listing of Building Field Pledges	1991 – 1992
	14	Listing of Donations Not Received	1991 – 1994
	15	Phase II Building Fund	1991 – 1993
	16	Kresge Foundation	1991
	17	Meacham Foundation Memorial	1991
9	1	Grant Proposals	1995
	2	Grant Information	Undated
	3	Zone Blueprints	1990 – 1995
	4	Construction Documentation (1 of 3)	1900 – 1993
	5	Construction Documentation (2 of 3)	1900 – 1993
	6	Construction Documentation (3 of 3)	1900 – 1993
	7	Licensing	1990, 1996
	8	Feasibility Study	Undated

#### **Series V: Audio and Visual Material**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
10	1	Animal Photographs	1988 – 1995, Undated
	2	Pet Affair	1990
	3	Pet Affair (1 of 2)	1991
	4	Pet Affair (2 of 2)	1991
	5	Pet Affair (1 of 2)	1992
	6	Pet Affair (2 of 2)	1992
	7	Pet Affair (1 of 2)	1993
	8	Pet Affair (2 of 2)	1993
	9	Society Fundraising Billboard	1991
	10	Halloween at Complete Petmart	1991
	11	Christmas at Complete Petmart	1992
	12	Campout for Critters	1993
	13	Kitten-Ka-Poodle	1993
	14	Kitten-Ka-Poodle	1994
	15	Be a Pal Poster Contest	1994
	16	Puppy Party	1994
	17	Furry Skurry 5K Run (1 of 2)	1994
	18	Furry Skurry 5K Run (2 of 2)	1994
	19	Furry Skurry 5K Run	1995
	20	Furry Skurry 5K Run (1 of 2)	Undated
	21	Furry Skurry 5K Run (2 of 2)	Undated
	22	Kettering Holiday at Home Parade	Undated
	23	Society Renovation	1983
	24	Building Photos	1993



	25	Moving into New Building	1993 – 1994
	26	Society Building	1995 – 1996
	27	Society Building (Photos and Negatives)	Undated
	28	Staff Photos (Large)	1974
	29	Staff Party and Play Time	1988, 1991, Undated
	30	Veterinary Care	1988 – 1994, Undated
	31	Tony Gist’s Last Day	1994
	32	Staff Photos (1 of 2)	1988 – 1995, Undated
	33	Staff Photos (2 of 2)	1988 – 1995, Undated
	34	Volunteer Appreciation Dinner	1991
	35	Volunteer Appreciation Dinner	1992
	36	Volunteer Appreciation Dinner	1994
	37	Volunteer Appreciation Dinner	Undated
	38	Volunteer Photos (1 of 2)	1988 – 1994, Undated
	39	Volunteer Photos (2 of 2)	1988 – 1994, Undated
	40	Volunteer Recognition Cook-Out	1995
	41	General Photos (1 of 6)	Undated
	42	General Photos (2 of 6)	Undated
	43	General Photos (3 of 6)	Undated
	44	General Photos (4 of 6)	Undated
	45	General Photos (5 of 6)	Undated
	46	General Photos (6 of 6)	Undated
11	1	VHS of HS Animals by Chuck Hamlin	1989
	2	VHS of HS Seymour Fire Department/Animals Available for Adoption	Jun. 1993
	3	VHS of Pet of the Month	Jan. 1993 – Dec. 1993
	4	VHS of Birds/Rabbit	Jun. 1993
	5	VHS of Animal Pictures	Undated
	6	VHS of Be A Pal	1993
	7	VHS of Furry Skurry	1993
	8	VHS of Volunteer Appreciation/National Week	1993, 1994
	9	VHS of Volunteer Appreciation Dinner	1994
	10	VHS of HSGD Pet-a-Thon	2004
	11	VHS of Animal Careers	Undated
	12	VHS of Hands of Love School Video K – 2 grade Responsible Pet Care	Undated
	13	VHS of Dr. Tubor Voice “Soft”	Undated
	14	VHS of A Passion for Customer... [Label Ripped]	Undated
12	Folder 1	Newspaper Clipping Scrapbook (photocopies)	1970-1975
	Folder 2	Newspaper Clipping Scrapbook (photocopies)	1952-1974