

RECORD GROUP 11 -FINANCES

Record Group 11 consists of all the financial records of the Library kept by the Treasurer of the Board of Direction, and by the Actuary. 'Actuary' refers to the financial officer of the Mercantile Library, who is directly responsible to the Board of Direction. For many years the Librarian served as the Actuary and signed correspondence by that title when it dealt with financial matters.

The financial record group is divided into series representing different kinds of financial records. Series 1 contains Treasurers' Journals from 1846 to 1859, which are large bound volumes with monthly entries indicating debits to individual accounts. The entries are totals and do not itemize the expenditures.

Series 2 contains Treasurers' Ledgers from 1846 to 1953, bound volumes in which entries were made once a month indicating debits and credits from individual accounts to individual accounts. The entries are totals and usually do not indicate the nature of the expenditures.

Series 3 contains Treasurers' Cash Books from 1846 to 1871 and from 1908 to 1913. These books are bound volumes in which entries were made once a month indicating debits and credits from individual accounts to individual accounts and the nature of the transaction. Also included in this series is a Treasurers' Book of Notes and Bills Payable on Demand from 1894 to 1917.

Series 4 contains the Treasurers' Reports from 1890 to 1960, which are bound volumes of monthly statements of total deposits, expenditures, and balances prepared for the Board of Direction.

Series 5 contains Librarians' Journals and Actuaries' Journals from 1847 to 1984. Several volumes are missing. The journals are bound volumes containing monthly entries indicating total receipts and expenses for each account.

Series 6 contains Librarians' Cash Books, which are bound volumes and have the Librarian's daily entries of debits and credits listed under the proper account. These cash books cover the period from 1847 to the present, and have some overlapping years, and some years missing. In 1954 the title of these books changed to "Actuary's Cash Receipts and Disbursements"; the pages under this title are unbound. This series also contains a large book of cancelled bonds issued in 1868 to raise \$36,000, and a large book of cancelled first mortgage bond certificates issued in 1887 to raise \$250,000 for the new building.

Series 7 contains the Actuaries' General Ledgers from 1982 to the present. The general ledgers consist of loose pages tied up for each year with a separate page for each account listing the total disbursements from the account for each month. The Actuaries' General Ledgers are similar to the Actuaries' Journals in Series 5.

Series 8 contains the payroll information for the Mercantile Library from 1893 to the present. Up until 1969 the payroll information was in small bound volumes listing employees and their salaries and benefits for each month. The payroll volumes also give employees' addresses at the back. Payroll information from 1969 to \L- 1987 is missing. From 1987 to the present, the payroll is in computer printout form. Access to this series is restricted except by permission of the Executive Director.

Series 9 contains the records for two accounts -the Contingent Fund (similar to petty cash) from 1903 to 1943, and the Book Purchase Fund from 1931 to 1937.

Series 10 contains the auditors' reports for 1913, and each year from 1952_ to the present. Reports from 1957 and 1961 are missing.

Series 11 contains the actuarial files, correspondence, and summaries or reports pertaining to financial matters of historical significance to the Library. The earliest correspondence is in two bound volumes of blotter copies of correspondence and invoices from 1896 to 1923. There are some old bank account books in this series. The more recent materials from the Actuary's office are arranged by subject and most material concerns bequests, donations, grants, construction, insurance, investments and taxes from the 1970s and 1980s. Future files of historical or financial importance will be added chronologically at the end of Record Group 11.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 1	TREASURER'S JOURNALS Debits to accounts, 1846-1889		
A-11-1		b	Treasurer's Journal, 1846-1873. Bound volume -Debits to individual accounts. No indication of specific expense. Entries made once a month by Treasurer of Board of Direction.
A-11-2		b	Treasurer's Journal, 1874-1889. Bound volume -Debits to individual accounts. No indication of specific expense. Entries made once a month by Treasurer of Board of Direction.
SERIES 2	TREASURER'S LEDGERS Debits and credits from individual account to individual account, 1846-1953		
A-11-3		b	Treasurer's Ledger, 1846-1889. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-4		b	Treasurer's Ledger, 1889-1892. Unbound pages on a ring. Each page is a separate account listing debits and credits. No indication of specific expense. Entries made once a month.
A-11-4		b	Treasurer's Ledger, 1892-1899. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-4		b	Treasurer's Ledger, 1900-1909. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-5		b	Treasurer's Ledger, 1910-1917. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-6		b	Treasurer's Ledger, 1918-1927. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-6		b	Treasurer's Ledger, 1928-1937. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-7		b	Treasurer's Ledger, 1938-1947. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.
A-11-7		b	Treasurer's Ledger, 1947-1953. Bound volume -Debits and credits from individual account to individual account. No indication of specific expense. Entries made once a month.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 3	TREASURER'S CASH BOOKS Debits and credits from account to account with specific expense indicated, 1846-1913		
A-11-8		b	Treasurer's Cash Book, 1846-1871. Bound volume -Debits and credits from individual account to individual account with specific expense indicated. Entries made once a month.
A-11-9		b	Treasurer's Monthly Cash Statements No. 9., 1908-1911. Bound volume -Debits and credits from Cindividual account to individual account with specific expense indicated. Entries made once a month.
A-11-9		b	Treasurer's Monthly Cash Statements No. 10, 1912-1913. Bound volume -Debits and credits from individual account to individual account with specific expense indicated. Entries made once a month.
A-11-9		b	Treasurer's Book of Notes and Bills Payable on Demand, 1894-1917.
SERIES 4	TREASURER'S REPORTS Monthly statements of total deposits, expenditures and balances, 1890-1960		
A-11-10		b	Treasurer's Report -SLMLA -Henry C. Scott, Treasurer. Bound volume -Monthly statements of total deposits, expenditures and balances, 1890-1900.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-10		b	Treasurer's Report -SLMLA -Hugh McKittrick, Treasurer. Bound volume -Monthly statements of total deposits, expenditures and balances, 1900-1911.
A-11-10		b	Treasurer's Report -SLMLA -Hugh McKittrick, Treasurer. Bound volume -Monthly statements of total deposits, expenditures and balances, 1911-1922.
A-11-11		b	Treasurer's Report -SLMLA -Hugh McKittrick, Treasurer. Bound volume -Monthly statements of total deposits, expenditures and balances, 1922-1934.
A-11-11		b	Treasurer's Report -SLMLA -Hugh McKittrick, Treasurer. Bound volume -Monthly statements of total deposits, expenditures and balances, 1934-1949.
A-11-11		b	Treasurer's Report -SLMLA. Bound volume -Monthly statements of total deposits, expenditures and balances, 1949-1960.
SERIES 5	LIBRARIAN'S JOURNALS		Librarian's or Actuary's Journals, 1847-1984 (not complete), monthly entries of total receipts and expenses
A-11-12		b	Librarian's Journal, 1847-1854. Large bound volume -Debits to specific accounts, purpose of debit and source of cash. Entries made on the first of the each month.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-13		b	Librarian's Journal, 1894-1896. Small bound volume -Total expenses and receipts for specific amounts. Entries made once a month.
A-11-13		b	Actuary's Journal, 1911-1952. Large bound volume -Total income for each account each month and total expenses for each account each year.
A-11-13		b	Actuary's Journal, 1960-1984. Bound volume -Total expenses and receipts for specific accounts. Entries made once a month.
SERIES 6	LIBRARIAN'S CASH BOOKS AND BOND CERTIFICATE BOOKS Debits and credits entered daily, 1847-1987; cancelled bond certificates for 1868 and 1887		
A-11-14		b	Librarian's Cash Book, 1847-1857. Large bound volume -Debits and credits recording sources of revenue and purpose of expenses for specific accounts. Entries made daily.
A-11-15		b	Librarian's Cash Book, 1855-1859. Bound volume -Debits and credits recording sources of revenue and purpose of expenses for specific accounts. Entries made daily.
A-11-16		b	Librarian's Cash Book, 1867-1870. Large bound volume -Debits and credits recording sources of revenue and purpose of expenses for specific accounts. Entries made daily.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-17		b	<p>Librarian's Cash Book, 1870-1872. Large bound volume -Debits and credits recording sources of revenue and purpose of expenses for specific accounts. Entries made daily.</p>
A-11-18		b	<p>Librarian's Cash Book, 1885-1887. Narrow bound volume -Debits and credits recording sources of revenue and purpose of expenses for specific accounts. Entries made daily. Many loose bills stuck into book.</p>
A-11-19		b	<p>Librarian's Cash Book 4, 1924-1926. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily. (Cash Books 1, 2, 3 of this format do not exist).</p>
A-11-19		b	<p>Librarian's Cash Book 5, 1927-1929. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-20		b	<p>Librarian's Cash Book 6, 1930-1932. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-20		b	<p>Librarian's Cash Book 7, 1933-1936. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-21		b	<p>Librarian's Cash Book 8, 1937-1940. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-21		b	<p>Librarian's Cash Book 9, 1941-1944. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-22		b	<p>Librarian's Cash Book 10, 1944-1947. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-22		b	<p>Librarian's Cash Book 11, 1947-1950. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-23		b	<p>Librarian's Cash Book 12, 1950-1953. Large bound volume -Cash received and cash paid from specific accounts. Entries made daily.</p>
A-11-24		b	<p>St. Louis Mercantile Library Association Bonds, \$1000 - cancelled. From series of 36, five year bonds, to raise \$36,000 in 1868.</p>
A-11-25		b	<p>St. Louis Mercantile Library Association First Mortgage Bonds, \$10,000 -cancelled. From series of 25, ten year bonds, to borrow \$250,000 from the Connecticut Mutual Life Insurance Company in 1887.</p>
A-11-26		b	<p>Actuary's Cash Receipts and Disbursements, 1954-1974. Large packages of unbound pages indicating cash received and cash paid from specific accounts. Entries made daily.</p>

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-27		b	Actuary's Cash Receipts and Disbursements, 1975-1985. Large packages of unbound pages indicating cash received and cash paid from specific accounts. Entries made daily.
A-11-28		b	Actuary's Cash Disbursements Journal, 1986-1987 Loose leaf notebook containing pages for each month listing all checks written each day and from which account money is drawn. Entries made daily.
SERIES 7	GENERAL LEDGERS Monthly disbursements, 1982 to the present		
A-11-29		b	Actuary's General Ledgers, 1982-1987. Loose pages ties up for each year. Separate page for each account listing total disbursements from each account for each month. Entries made monthly.
SERIES 8	PAYROLLS Payroll statistics, 1893 to the present		
A-11-30		b	Payrolls, 1893-1897. Bound volume -List of employees and salaries by month and home addresses of employees at end.
A-11-30		b	Payrolls, 1898-1906. Bound volume -List of employees and salaries by month and home addresses of employees at end.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-30		b	Payrolls, 1907-1921. Bound volume -List of employees and salaries by month and home addresses of employees at end.
A-11-30		b	Payroll Record, 1922-1933. Bound volume -List of employees and salaries by month and home addresses of employees at end.
A-11-30		b	Payroll Record, 1934-1945. Bound volume -List of employees and salaries by month and home addresses of employees at end.
A-11-31		b	Payroll Record, 1946-1953. Bound volume -List of employees and salaries by month and home addresses of employees at end.
A-11-31		b	Payroll Record, 1943-1947. Bound volume -A page for each employee listing gross salary, withheld taxes and net salary for each pay period.
A-11-31		b	Payroll Record, 1948-1953. Bound volume -A page for each employee listing gross salary, withheld taxes, city earnings tax and net salary for each pay period.
A-11-31		b	Payroll Record, 1954-1958. Bound volume -A page for each employee listing gross salary, withheld taxes, city earnings tax and net salary for each pay period.
A-11-31		b	Payroll Record, 1959-1962. Bound volume -A page for each employee listing gross salary, withheld taxes, city earnings tax, F.O.A.B., Blue Cross and net pay for each pay period.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-31		b	Payroll Record, 1963-1969. Bound volume -A page for each employee listing gross salary, withheld taxes, city earnings tax, F.O.A.B., Blue Cross and net pay for each pay period.
A-11-32	A-11-8-1	f	Payroll information, 1987.
A-11-32	A-11-8-2	f	Payroll information, 1988.
A-11-32	A-11-8-3	f	Payrolls by Paychex, 1988.
SERIES 9	CONTINGENT FUND Petty cash, 1903-1943 and Book Purchase Fund, 1931-1937		
A-11-33		b	Contingent Fund, 1909-1914. Small bound volume -List of expenses from Contingent Fund which received \$100 per month. Entries made daily.
A-11-33		b	Contingent Fund, 1914-1922. Small bound volume -List of expenses from Contingent Fund which ended with \$100 cash on hand each month (and spent less than \$100 each month). Entries made daily.
A-11-33		b	Contingent Fund, 1922-1926. Small bound volume -List of expenses from Contingent fund which ended with \$150 on hand each month. Entries made daily.
A-11-33		b	Contingent Fund, 1927-1932. Small bound volume -List of expenses from Contingent Fund which ended with \$150 cash on hand each month. Entries made daily.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX FOLDER, ITEM OR REC FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION DOCUMENT NUMBER LVL
AND NOTES

- | | | |
|-----------|-----------------|--|
| A-11-33 | b | Contingent fund, 1933-1943.
Small bound volume -List of expenses from Contingent Fund which ended with \$150 cash on hand each month. Entries made daily. |
| A-11-33 | b | Book Purchase Fund, 1931-1937.
Small bound volume -List of totals paid to book distributors and number of volumes purchased each month. Entries made daily. |
| SERIES 10 | AUDITS | 1913 and 1952-1987 |
| A-11-34 | b | Auditors' reports for each year 1913, , 1952-1987. Reports from 1957 and 1961 are missing. |
| SERIES 11 | ACTUARY'S FILES | Correspondence and financial reports, 1896-1923. Bequests, donations, grants, construction insurance, investments and taxes, 1970 to the present |
| A-11-35 | b | Actuary's correspondence, 1896-1904.
Bound volume -Blotter copies of actuary's correspondence and notices of payment of invoices. |
| A-11-35 | b | Actuary's correspondence, 1905-1923.
Bound volume -Blotter copies of actuary's correspondence and notices of payment of invoices. |
| A-11-35 | b | Mechanics National Bank account book, 1910-1921.
Small bound volume -List of deposits C and withdrawals to checking account. |

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-35		b	First National Bank in St. Louis account book, 1934-1950. Small bound volume -List of deposits and withdrawals to checking account.
A-11-35		b	Merchants Laclede National Bank account book, 1908-1910. Small bound volume -List of deposits and withdrawals to checking account.
A-11-35		b	Lucas Bank account book, 1872-1875. Small bound volume -List of deposits and withdrawals to checking account.
A-11-36	A-11-11-1	f	Auditors, 1969-1988.
A-11-36	A-11-11-2	f	Air conditioning installation, 1974-1978.
A-11-36	A-11-11-3	f	Bequests, 1971-1981.
A-11-36	A-11-11-4	f	Bequests -Crawford, Dugald Estate, 1966-1967.
A-11-36	A-11-11-5	f	Bequests -Crow, Wayman -Scholarship at Washington University, 1854-1959.
A-11-36	A-11-11-6	f	Bequests -Desloge, Marcel Estate, 1973-1976.
A-11-36	A-11-11-7	f	Bequests -Dyer, Lilia Estate, 1971.
A-11-36	A-11-11-8	f	Bequests -Gifford, William L. R., 1948.
A-11-36	A-11-11-9	f	Bequests -Peck, John Mason, 1858.
A-11-36	A-11-11-10	f	Bequests -Sisson, Raleigh E., 1961-1965.
A-11-36	A-11-11-11	f	Bindery records, 1937-1963. A-11-36
A-11-11-12		f	Budgets, 1971-1988.
A-11-36	A-11-11-13	f	Computers, 1988.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-36	A-11-11-14	f	Construction, 1983.
A-11-36	A-11-11-15	f	Donations and grants -Ranken Jordan Foundation, 1967-1974.
A-11-36	A-11-11-16	f	Donations and grants, 1969-1977.
A-11-36	A-11-11-17	f	Donations and grants, 1978-1980.
A-11-36	A-11-11-18	f	Donations and grants, 1986.
A-11-36	A-11-11-19	f	Donations and grants, 1987.
A-11-36	A-11-11-20	f	Donations and grants, Jan.-June, 1988.
A-11-36	A-11-11-21	f	Donations and grants, July-Dec., 1988.
A-11-36	A-11-11-22	f	Donations and grants, 1989.
A-11-36	A-11-11-23	f	Doll Heating and Air Conditioning Company, 1984.
A-11-36	A-11-11-24	f	Fluorescent lighting installed, 1976.
A-11-36	A-11-11-25	f	Franklin Institute Auction, 1988.
A-11-36	A-11-11-26	f	Insurance, 1920-1938.
A-11-36	A-11-11-27	f	Insurance, 1938-1983.
A-11-36	A-11-11-28	f	Insurance -Bank insurance coverage of building, 1962-1981.
A-11-36	A-11-11-29	f	Insurance, 1963-1982.
A-11-36	A-11-11-30	f	Insurance, 1982-1984.
A-11-37	A-11-11-31	f	Investment managing agency -Boatmen's, 1964-1982.
A-11-37	A-11-11-32	f	Investment managing agency -Boatmen's, C 1983.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 11 FINANCES

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-11-37	A-11-11-33	f	Investment managing agency -Boatmen's, 1984. See also: Elizabeth Kirchner
A-11-37	A-11-11-34	f	Mailing members fees, 1978-1986.
A-11-37	A-11-11-35	f	Microfilm reader, 1986-1989.
A-11-37	A-11-11-36	f	Periodicals subscription services (Ancorp, Ebsco, Faxon), 1975-1983.
A-11-37	A-11-11-37	f	Missouri unemployment taxes, 1972-1985.
A-11-37	A-11-11-38	f	Missouri unemployment claims, 1976-1984.
A-11-37	A-11-11-39	f	Retirement plan, 1965-1984.
A-11-37	A-11-11-40	f	Retirement plan -correspondence, 1965-1988.
A-11-37	A-11-11-41	f	Retirement plan -Actuarial Valuation, 1976-1985.
A-11-37	A-11-11-42	f	Tax returns by Price Waterhouse, 1960- 1981.

RECORD GROUP 12 -MEMBERSHIPS

Record Group 12 contains the several different kinds *of* membership records maintained by the Mercantile Library over the years.

Series 1 contains records *of* regular memberships. The oldest records are in large bound volumes, and either list members and the amounts of their membership fees, or contain the Constitution followed by members' signatures and their business addresses. There are gaps in the membership records from 1870 to 1909, from 1916 to 1931, and after 1982. From 1909 to the present, the membership records list new members and membership renewals by date giving membership number, amount paid, and address.

Series 2 contains correspondence regarding memberships, membership rates and statistics, miscellaneous membership certificates, lists of corporate members, and membership file cards.

Series 3 contains material about perpetual memberships including the original Improvement Fund Subscription Books, early perpetual membership certificates, perpetual membership receipt books, perpetual membership transfer receipt books, and two Perpetual Membership Ledgers.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 12 MEMBERSHIPS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 1	MEMBERSHIP SUBSCRIPTIONS		Members, fees, business addresses, membership numbers, 1847 to the present with some gaps in records
A-12-1		b	Membership Account Book, 1847-1853. Large bound volume -List of members and amounts of their membership fees.
A-12-2		b	Lists of members for each year, 1846-1852. Bound volume.
A-12-2		b	Membership Account Book, 1851-1869. Large bound volume -List of members and amounts of their membership fees, 1851-1852; list of purchasers of memberships for Washington University, 1863; list of purchasers of St. Louis Mercantile Library Stocks, 1858-1869; and list of cancelled stock, 1868-1869.
A-12-3		b	Constitution Subscription Record Book 1, 1847-1857. Large bound volume -Constitution in the front followed by signatures of all members subscribing to the Constitution. From 1850 the signatures are followed by a business address.
A-12-4		b	Constitution Subscription Record Book 2, 1857-1862. Large bound volume -Signatures of members who subscribe to the Constitution and Bylaws of the Mercantile Library, giving their occupation, business address and employer. The names are entered in order by date.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 12 MEMBERSHIPS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-12-5		b	Constitution Subscription Record Book 3, 1862-1866. Large bound volume -Signatures of members who subscribe to the Constitution and Bylaws of the Mercantile Library, giving their occupation, business address, and employer. The names are entered in order by date.
A-12-6		b	Constitution Subscription Record Book 4, 1866-1870. Large bound volume -Signatures of members who subscribe to the Constitution and Bylaws of the Mercantile Library, giving their occupation, business address, and employer. The names are entered in order by date.
A-12-7		b	Certificates of Membership Book 19, 1909-1911. Large bound volume -List of members in order by date as they became new members or renewed their memberships. Lists type of membership, amount paid and card number.
A-12-8		b	Certificates of Membership Book 20, 1912-1916. Large bound volume -List of members in order by date as they became new members or renewed their memberships. Lists type of membership, amount paid and card number.
A-12-9		b	Memberships, 1931-1949. Small bound volumes -Lists of membership renewals and new members by date, giving their address and amount paid. 1931-1932, 1933-1934, 1935-1937, 1937-1939, 1939-1942, 1942-1944, 1945-1947, 1947-1949.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 12 MEMBERSHIPS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-12-10		b	Memberships, 1949-1982. Small bound volumes -Lists of membership renewals and new members by date, giving their address and amount paid. 1949-1952, 1952-1954, 1954-1957, 1957-1960, 1961-1963, 1963-1966, 1966-1969, 1969-1972, 1972-1975, 1975-1978, 1978-1982.
SERIES 2	CORRESPONDENCE REGARDING MEMBERSHIPS 1863 to the present		
A-12-11	A-12-2-1	f	Perpetual membership agreement with Washington University, 1863.
A-12-11	A-12-2-2	f	Correspondence regarding membership, 1917-1986.
A-12-11	A-12-2-3	f	Corporate members, 1987.
A-12-11	A-12-2-4	f	Miscellaneous membership certificates, 1848-1878.
A-12-11	A-12-2-5	f	Membership rates, 1979-1988.
A-12-11	A-12-2-6	f	Membership statistics, 1907-1982.
A-12-12		b	Membership cards. File cards used to keep track of perpetual members and their addresses.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 12 MEMBERSHIPS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 3	PERPETUAL MEMBERSHIPS		Original Improvement Fund Subscription books, certificates, ledgers, and receipt and transfer books, 1887-1982
A-12-13		b	Improvement Fund Subscription Books, 1887. 7 Small bound booklets used to list names of those who pledged a subscription of \$100 or more for the new library building. These subscriptions became perpetual memberships.
A-12-14		b	Perpetual membership certificates #2 - 581.
A-12-15		b	Perpetual membership certificates #582 - 998.
A-12-16		b	Perpetual membership certificates #1001 - 1500.
A-12-17		b	Perpetual membership certificates #1501 - 1805.
A-12-18		b	Perpetual membership certificates #1806 - 2121.
A-12-19		b	Perpetual membership certificates #2122 - 2465.
A-12-20		b	Perpetual membership certificates #2466 - 2943.
A-12-21		b	Perpetual membership certificate receipt book #1 -748.
A-12-22		b	Perpetual membership certificate receipt books #751 - 935, #936 -1125, #1126 - 1310, #1311 -1500, #1501 - 1750, #1751 - 2000, #2001 -2250, #2251 -2500, #2501 - 2750.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 12 MEMBERSHIPS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-12-23		b	Perpetual membership duplicate certificate book.
A-12-24		b	Perpetual membership transfer receipt book #1 -1000.
A-12-24		b	Perpetual membership transfer receipt book #1001 - 1995.
A-12-25		b	Perpetual membership transfer receipt book #1996 - 3375.
A-12-26		b	Perpetual membership ledger, 1887-1888. Names of perpetual members by amount given, listed alphabetically.
A-12-27		b	Perpetual membership ledger, 1887-1982. Names of perpetual members listed according to who purchased certificates.

RECORD GROUP 13 -VISITOR REGISTERS

Record Group 13 contains visitor registers and guest books. The visitor registers were maintained faithfully from the Library's opening in 1846 through 1920, with a lapse from 1865 to 1872. The early registers contain signatures of famous visitors such as Charles Sumner, Joseph Pulitzer and William T. Sherman.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 13 VISITOR REGISTERS

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 1	GENERAL MATERIAL		1846 to the present, some years missing. Only one series to date: Series 1.
A-13-1		b	Visitor Register, 1846-1856.
A-13-2		b	Visitor Register, 1856-1865.
A-13-3		b	Visitor Register, 1872-1883.
A-13-4		b	Visitor Register, 1883-1920.
A-13-5		b	Visitor Registers, 1956; 1985; 1985-1986.

RECORD GROUP 14 -CATALOGUING

Record Group 14 contains early catalogues of the St. Louis Mercantile Library which were published in book form in 1850, 1858, 1874 and 1892. In 1892 the Mercantile Library began using the Cutter Classification System for arranging books, created by Charles Cutter. There is correspondence between Mercantile Librarian John N. Dyer and Charles Cutter and Melvil Dewey regarding classification systems in the Executive Letter Books in Record Group 3. Record Group 14 contains the Cutter Classification Manual in two volumes. This record group also contains samples of Mercantile Library bookplates used over the years, old catalogue cards, and statistical reports of the cataloguer beginning in 1987.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 14 CATALOGUING

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 1	GENERAL MATERIALS Published catalogues 1850-1892, Cutter Classification Manual, bookplates, old catalogue cards and statistical reports beginning 1987. Only one series to date: Series 1.		
A-14-1		b	<u>Catalogue of the Mercantile Library</u> , 1850. 3 Bound copies.
A-14-1		b	<u>Cataloau</u> e of the Mercantile Library, 1850. Bound copy with blank pages interleaved to record new acquisitions.
A-14-2		b	<u>Mercantile Library CataloGue</u> -Supplement or 1850, 1851. Bound volume.
A-14-2		b	<u>Cataloau</u> e of the St. Louis Mercantile Library, 1858. 2 Bound volumes.
A-14-3		b	<u>Catalogue of the St. Louis Mercantile Library</u> , 1858. 2 Bound copies.
A-14-4		b	<u>Classified Cataloau</u> e of the St. Louis Mercantile Library, 1874. 2 Bound copies.
A-14-5		b	<u>Classified Cataloau</u> e of the St. Louis Mercantile Library, 1874. 2 Bound copies.
A-14-6		b	<u>Classified Cataloau</u> e of the St. Louis Mercantile Library, 1874. 2 Bound copies.
A-14-7		b	<u>Index of Authors</u> , St. Louis Mercantile Library, 1874.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 14 CATALOGUING

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-14-7		b	<u>Supplement to Classified Catalogue, Mercantile Library, 1876.</u>
A-14-7		b	<u>Catalogue of the St. Louis Mercantile Library Section 1 - English Prose Fiction, 1892.</u> 3 Bound copies.
A-14-7		b	<u>Catalogue of the St. Louis Mercantile Library Section 1 - English Prose Fiction, 1892.</u> Bound copy with blank pages interleaved to record new acquisitions.
A-14-8		b	<u>Catalogue of the St. Louis Mercantile Library, Section 1 -English Prose I Fiction, 1892.</u> 10 Paper bound copies.
A-14-9		b	<u>Supplement to Catalogue of the St. Louis Mercantile Library, 1851.</u>
A-14-9		b	<u>Supplement to the Classified Catalogue of the St. Louis Mercantile Library, 1876.</u> 4 Paper bound copies.
A-14-9		b	<u>Pastime Reading -Handy Reference 1891.</u> 1 Paper bound copy.
A-14-9		b	<u>St. Louis Mercantile Library Association -Brief List of English and American Plays, 1917.</u>
A-14-10		b	"Cutter Classification Manual" -A-G and H-Z. Loose-leaf pages (begun SLMLA in 1892).
A-14-11	A-14-1-1	f	Bookplates.
A-14-11	A-14-1-2	f	Bookplate on paper cover.

Collection A
St. Louis Mercantile Library Association Archives

RECORD GROUP 14 CATALOGUING

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-14-11	A-14-1-3	f	Catalogue cards -old, condemned.
A-14-11	A-14-1-4	f	Statistics, 1987.

RECORD GROUP 15 -CIRCULATION

Record Group 15 contains bound volumes of statistics indicating daily and monthly circulation statistics in various categories, such as fiction, history, biography, travel, etc. for the years 1883, 1943-1961, and 1960-1979. This record group also contains a large random sampling of book circulation cards which were removed from books in 1987; records pertaining to the delivery service from 1942 to 1960; the mail service; and some sample call slips used by the Library.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 15 CIRCULATION

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
SERIES 1	GENERAL MATERIAL Statistics relating to usage and book categories 1883,1943-1951, 1960-1979; mail and delivery service; and sample book circulation cards and call slips. Only one series to date: Series 1.		
A-15-1		b	Classification of Books issued, 1883. Large bound volume -Lists of book categories giving the number in each category checked out each day and totals for the month.
A-15-2		b	Record of Books Issues M.L.A., 1943-1951. Large bound volume -Lists of book categories giving the number in each category checked out each day and totals, including totals for delivery service.
A-15-3		b	Book circulation cards. Random sampling of cards taken from books determined to be of non-circulating quality during the collection survey of 1987.
A-15-4		b	Book circulation cards. Random sampling of cards taken from books determined to be on non-circulating quality during the collection survey of 1987.
A-15-5		b	FICTION -Record of volumes of fiction added to the Library, 1959-1970. Small bound volume.
A-15-6		b	NON-FICTION -Record of volumes of non-fiction added to the Library, 1959-1970. Small bound volume.

Collection A
 St. Louis Mercantile Library Association Archives

RECORD GROUP 15 CIRCULATION

BOX	FOLDER, ITEM OR DOCUMENT NUMBER	REC LVL	FOLDER/ITEM/DOCUMENT TITLE, DESCRIPTION AND NOTES
A-15-6		b	Circulation Record, 1960-1979. Small bound volume -Lists of numbers of fiction and non-fiction books checked out each day.
A-15-7		b	Delivery service, 1942-1944. Small bound volume -Patron's use list.
A-15-7		b	Delivery service, 1945-1947. Small bound volume -Patron's use list.
A-15-7		b	Delivery service, 1947-1951. Small bound volume -Patron's use list.
A-15-7		b	Delivery service, 1956-1960. Small bound volume -Patron's use list.
A-15-7		A	Drop box statistics, 1973-1980. Small bound volume.
A-15-8	A-15-1-1	f	Call slips -samples used by Library.
A-15-8	A-15-1-2	f	Delivery service -correspondence.
A-15-8	A-15-1-3	f	Inter Library Loan -sample call slips and lost books.
A-15-8	A-15-1-4	f	Mail service.
A-15-8	A-15-1-5	f	Member's circulation record, sample, 1975-1977.