

UNIVERSITY OF ILLINOIS AT SPRINGFIELD  
Archives/Special Collections

**MC19**

Manuscript Collection

Spoon River Cooperative Association Records, 1968-79

6.33 cu ft

Box 1

Folders:

1. Applied Study Quater,ASQ description(n.d.)
2. Board meeting minutes [and general membership] 1975-77
3. Book inventory slips (1 of 2) 1978
4. Book inventory slips (2 of 2) 1978-79
5. C.E.T.A. contract -1978
6. (Cookbook drafts) (n.d.)
7. (Cookbooks) 1977
8. (Correspondence) 1973-79
9. Cover letters and by-laws (revised) (n.d.)
10. (Craft letters) 1976
11. DES (testing) (n.d.)
12. Illinois State Fair Concession Contract-Rules and Regulations, 1975
13. Flatland Federation of Cooperative and Community Organizations-Bylaws. (n.d.)
14. Gift certificates (our copies) 1976
15. People's History-1973-74 (includes acknowledgement letter from Gov. Dan Walker)
16. Peoples History, 1975
17. Peoples History Calender Photos, 1931-1948

Box 2

Folders:

1. Stone, Ralph (calender-1975)□
2. Insurance policy, lease, financial responsibility bond info. Personal property tax info., fire. 1972-78
3. Inventory slips and stencil (n.d.)
4. Legal, SpoonRiver, 1972-79
5. Masters: By-laws and new member cover letter
6. Membership (card) file (folder 1 of 2)
7. Membership (card) file (folder 2 of 2)
8. Membership cards for "members who have moved or refunded (n.d.)
9. Masters -(Getting started, inventory slips, announcements, gift certificates, periodical list, ASQ description) n.d.
10. (Membership lists and commitment forms, history file papers) n.d.
11. (NASCO membership) 1974-75

### Box 3

#### Folders:

1. (Newsletters) 1972-79
2. (Operating procedures) n.d.
3. (Periodical List) n.d.
4. Publicity procedures, n.d.
5. Publicity (stencils) and (announcements, posters, news clippings, correspondence, and photos) 1973-79
6. Recommendation lists (of books to be purchased by the coop) 1972-74
7. Record order forms, n.d.
8. Record order master, n.d.
9. Share certificates (1 of 3) n.d.
10. Share certificates (2 of 3) n.d.
11. Share certificates (3 of 3) n.d.
12. Share receipt stubs, 1972-77
13. Share certificates (copies) 1972-77
14. Springfield Coop and Community News, 1975-79
15. Volunteer lists, n.d.
16. Vegetarian Day Recipes (masters) n.d.

### Box 4

#### Folders:

1. (Boycott and fact sheets on certain industries) n.d.
2. Co-op League of the USA, organizational chart- brief overview, n.d.
3. (Coop organization and recruitment)-History, n.d.
4. International Co-op Alliance, Sweden, n.d.
5. Food coops, 1972-75
6. Peoples Tran share, 1979
7. SAJA-Washington, D.C.-job co-op, runaway house, etc. 1971
8. (Reference material) (1 of 2) 1973-77
9. (Reference material) (2 of 2) 1972-77
10. Soc./Fem. (Socialism,Feminism) n.d.
11. (Spoon River Library) 1974-77
12. Springfield Co-ops, 1973-79

### Box 5

#### Folders:

1. (NASCO file) 1972-75
2. (NASCO conference) 1971
3. Bank deposit slips,12-31-76 thru 12-22-78 Capitol Bank, and First National
4. Bank statements, 1972-76 (112 S. 4th st. and 407 E. Adams)
5. Bank statements, 1978, SpoonRiver (1131 S. Grand Av. E.)
6. Cancelled checks and bank statements (4-78 thru 6-78)
7. Cancelled checks and bank statements (1-79, 7-79, and 4-30-1980)
8. (Bookkeeping instructions, balance sheets and operating statement) 1971
9. Illinois Income Tax, 1978

10. Spoon River Coop, Assoc, Ill. Dept. of Revenue Retailers Occupation Tax Reports-March 1972 thru Dec. 1976
11. Tax file, 1973-77
12. 'The Accountants Manifesto' for the use of Accountants of cooperative houses at the University of Michigan. 1966-72
13. (Sales tax Illinois Dept. of Revenue, 1977-78 reports)
14. Income tax report, U.S., 1976
15. Tax - Jan. 1975-Dec.-75
16. (Daily Log, Dec. 12,1977 to August 31,1978)

#### Box 6

##### Folders:

1. (Daily Log September 1,1978 to April 79)
2. (Tax Returns 1976-79)
3. 1972 Income Tax and 1973 Personal Property Tax only
4. Inventory 1977 (taken Jan. 8, 1978)
5. (Consignment Agreements) 1972
6. Springfield Urban League, 1978 (income record)
7. Book inventory 1972
8. Inventory sheets for 1975 taken Jan. 4, 1976
9. Bills paid- overhead, utilities, supplies, advertising, insurance (1977-79)
10. Calender (Illinois People's History calender, consignments, and orders, 1973-76)
11. Purchases of Co-op books, 1973-77
12. (Planned Parenthood book orders) 1975
13. Craft log, 1978
14. (Craft day sales; Inactive craft log pages) 1974-76
15. Orders for Jackie Jackson's 'Be Not Pale, Beloved Snail (filled) or 'The Endless Pavement' 1974-75
16. [Deposit tickets, adjustments and invoice voucher (from First National Bank)] 1972
17. [Craft day sales] old craft sheets, 1972-77

#### Box 7

##### Folders:

1. Bills-overhead, utilities, supplies; paid, and advertising, insurance, 1974-75
2. [Daily logs and instructions, May 7-Aug.7, 1975; December 8, 1975-Dec.24,1976: State Fair]
3. Daily Record Nov. 15, 1974 - Feb. 18, 75,(receipts, gift certificates)
4. [Daily log] Aug. 8, 1975 to Dec.6, 1976
5. (Ledger August 1976 to April 1979 and Retailers occupational tax)
6. (Record Ledgers, 1974, 1976-78)

#### Box 8

##### Folders:

1. (Bills, insurance policy 1973-76, utility bills, advertising) 1972-76
2. Cancelled checks, Springfield First National Bank, 11-22-77 thru 12-22-78, Period from 3-11-77 to 5-10-78, Bank check stubs,(3599-4228)
3. Novotnak, Joseph M. (Quarterly Federal tax return) 1978

4. Unemployment Compensation, Division of (employee's Contribution report, 1978)
5. (Outstanding debt's and Joe Novotnak's Salary) 1978
6. Bank statements 12-1976, 1-1978 (E. Adams st.)
7. (Income and expenses record, 1977)
8. (Illinois Buisness Corporation) Act, annual report (1973-75, 1978)
9. State of Illinois personal property tax return for corporations (1972-77)
10. Tax and Unemployment information, 1976-78
11. Franchise Tax mix-up, 12-1976
12. Financial info. 1974
13. Receipts and balance sheets, 1974: Illinois and Federal Tax forms; (19707) 'Recordkeeping for a Small Business` 1975 ed.)
14. Taxfile, tax balance sheet, 1973
15. Tax forms, 1979
16. Record orders (and purchases) folder 1 of 2, 1974-75
17. Record orders (and purchases) folder 2 of 2, 1975-77
18. Records-Co-op (phonograph) 1974

#### Box 9

##### Folders:

1. Old periodical log sheets, 1975-78
2. Old consignments, 1975-77
3. Check stubs, blank checks and deposit tickets, March 10, 1978 to August 25, 1979
4. Cancelled checks and lists of checks(from front of Oversize(by) A Debit and Credit Ledger), Capitol Bank, 1131 S. Grand Av. E., 1979
5. Information on book ordering and book processing, bill paying, etc. 1975
6. SCOPS recieved July-Dec. 1976
7. Invoices-individual publishers, July thru Dec., 1975
8. (Publishers invoices) 1973-76
9. Back orders not recieved, 1974-75
10. Book orders-our copies recieved, 1-1-1975

#### Box 10

##### Folders:

1. M-N (publisher invoices) 1972-76
2. D-E-F (publisher invoices) 1972-76
3. Invoices, individual publishers, July-Dec. 1976 (1972-76)
4. Invoices, individual publishers, (1974) from June 1974 to Dec. 31,1974
5. Invoices, Random House, 4-28-1975, to 4-28-1976
6. Random House (invoices, statements, book order forms) 1972-73
7. Random House, Invoices and statements from Jan. 1975 to 4-24-75
8. Invoices, Book People, 1973
9. Ray Surguine, 1973 (1972-73)
10. Statements too, Random House, 1974

## Box 11

### Folders:

1. (Invoices) A (1972-76)
2. (Invoices) B (1972-76)
3. (Invoices) C (1972-76)
4. (Invoices) G-H (1972-76)
5. (Invoices) I,J,K,L, (1972-76)
6. Invoices, Random House, due Jan.(1974-75)
7. Springfield News Agency(N.A.) statements, invoices, and bills paid, 1972-73
8. SCOPS recieved Jan.-June, 1977
9. Invoices distributors, 1975-76
10. Statements, Book People, paid, 1974-75-76
11. Book order-our copies recieved, 7-1976 thru 12-76
12. Invoices, (Harper & Row) 1976
13. Credit memos used and credit applications (1973-75)
14. Book orders-our copies recieved,1975

## Box 12

### Folders:

1. Orders received, Jan., 1973-May, 1973
2. Invoices, Book People, 1974
3. Miscellaneous (returns, invoices, correspondence) standard accounting number form, 1973-76
4. (Sangamon County Historical Society invoices) 1975-77
5. Correspondence-periodicals (magazine orders by the coop) 1972-78
6. Invoices paid, Random House, 1976
7. Book orders-our copies received, 1-1976 to 6-1976

## Box 13

### Folders:

1. Invoices, Ray Surguine, 1975-76
2. Invoices, Book People, 1975-76
3. Bills paid, magazines, paper, etc. 1974-75
4. Invoices, individual publishers, Jan.-June, 1976
5. Invoices, Random House – Due 5-10-1976
6. Invoices, Random House-billing, Jan., 1977
7. SCOP's recorded May 1975-Dec. 1975
8. SCOP's recorded Jan.-June 1976
9. Invoices-Distributors' 1974
10. Invoices, Baker and Taylor, 1974

## Box 14

### Folders:

1. Invoices-individual publishers-pd. 1977
2. Invoices-Random House, due May, 1977
3. Invoices, Random House, paid, 1977-78
4. Bills, unpaid – miscellaneous, 1976-78

5. Invoices, individual publishers, paid, 1978
6. Bills; old and hopefully of no use
7. [STOP] single title order plan
8. Invoices, paid periodical, 1978
9. Invoices-Book People, 1977-78
10. Invoices-distributors, paid, 1977-78
11. Book people, 1980
12. Statements-individual publishers, paid, 1979
13. Returns, 1977-78
14. [On order now] 1978
15. Statements, Book People, Jan., 1978
16. Invoices, Ray Surguine, 1977-78
17. Statements Book People, Paid, 1978

#### Box 15

##### Folders:

1. Invoices, Harper and Row, paid, 1977-78
2. Statements [bills and invoices] Springfield New Agency, paid, 1974-75
3. Credit [we have] 1973-78
4. Statements [paid] Random House, 1977-78
5. Bills from Black Thumb, paid, 1977-78
6. Orders, new orders holding file, 1976-77
7. Orders, recorded, Women Records, 1976-77
8. Stops recorded, 1-1978 to 1977-78, plus old order cards, [need refunds]
9. Invoices, statements, order form, SouthWest Book Services, 1978-79
10. Statements, Ray Surguine, 1978-79
11. Orders, book orders-our copies received, 1976
12. Publisher's representatives, some distributors, n.d.
13. Orders, book orders, our copies received, Jan. 1978 to Dec. 1978
14. Family Service orders, 1977

#### Box 16

##### Folders:

1. [Orders] Record orders, 1977-78
2. [Orders] back book orders, 1977-78
3. Inventory forms [discount schedules], nd and book orders
4. Inventory, Jan. 2, 1974
5. Publisher order form and book lists, A. 1976
6. B, 1977
7. C, 1976-77

#### Box 17

##### Folders:

1. Publisher order form and book lists, D, 1976
2. E, 1973-76
3. F, 1977-78

4. G, 1976-77
5. H, I, [includes Gay-Lib. Fiction and non.], 1975-77
6. J, 1976-77
7. K, 1973-76
8. L, Lesbian, 1977
9. M, nd

Box 18

Folders:

1. Publisher order forms and book lists, N, 1977-78
2. O, nd
3. P, 1976-77
4. Q, 1975
5. R, nd
6. S, [Recycled paper products-Christmas cards], order forms
7. T, [Theophical] 1977
8. R, [University of Chicago]

Box 19

Folders:

1. Publisher order form and book lists, V, W, 1978
2. W
3. Record orders, Women's Record orders on order, nd
4. Family Service book list, nd
5. Order forms, posters
6. Publishers' order forms and book lists, #7, James Tabler
7. Studio One, [posters, photographs]