

2/4/80

Executive Board and Executive Director

Executive Director

Headquarters Staff Association Files, 1947-71, 1979, 1988-94, 2013

Box 1:

"Headliner" and "In the Mill" Newsletters, 1947-57

Administrative Committee Memoranda, 1954-64

Harriet Holsman, Memoranda Collected by, 1959-63

Chicago Area Box Office Tickets For Sale to HSA Members, 1965

Cards and Flowers for Staff Illness or Bereavement, 1965

Christmas Party, 1965

Executive Committee Minutes, 1965

Motion Picture Film Screenings for Staff, 1965

Flag Pole Dedication Correspondence, 1964-65

Housekeeping Committee, 1965

Information and Welfare Committee, 1965

Staff Association Merit Award, 1962-65

Minutes Agenda, 1965

Nominations and Election Memoranda, 1965

Social Committee, 1965

Treasurer, 1965

Visiting Committee, ALA, 1965

Box Office, 1966

Contributions and Charities, 1966

Membership Committee, 1966

Merit Award, 1966

Minutes of Executive Committee, 1966

Nominating Committee, 1966

Personnel Committee, 1966

President, 1966-67

Social Committee, 1966

Treasurers Report, 1966

Contributions, 1966-68

Executive Committee Minutes, 1967

General Meeting Agenda, 1964-67

Information and Welfare, 1967

Membership Committee, 1967

Merit Award, 1967

Move to Washington, 1967

Nominating Committee, 1967

Personnel Committee, 1967

President, 1967

"Reporter", 1967  
Social Committee, 1967  
SORT, 1967  
Visiting Committee, 1967

Christmas Party, 1968  
Committee Reports, 1968  
Conference Representative Award, 1968-69  
General Meeting Agenda and Memoranda, (2 folders), 1967-69  
Information and Welfare Committee, 1968  
Membership, 1968  
Merit Award, 1969  
Minutes, 1968  
Miscellaneous Announcements, Memos and Forms, 1968  
Nominating Committee, 1968-71  
"Reporter", 1968  
Sickleave Policy, 1968  
SORT, 1968

Executive Committee, 1966-70  
Memberships, 1969  
Membership Meetings - Agendas - Minutes, 1969-70  
Policy, Committee On, 1969  
President, 1969  
Tenure, (2 folders), 1968-69

Minutes, Memos, and "Reporter" (5 folders), 1966-69  
ALA Headquarters Staff, 1949-1967  
    Essays for (Everett O.) Fontaine  
    Memorandums  
    News Releases  
    Telephone Directory, 1963  
ALA Headquarters Staff Conference Correspondence, 1961-1967  
Staff Association Bulletin, 1967, 1979

Orientation Book Drafts, 1963, 1970  
Staff Association Executive Committee  
    Cost-of-Living Policy, 1973-78  
    Minutes and Policies, 1978-79

Box 2:

    Annual Meeting Agenda and Minutes, (6 folders), 1977-82  
    Hewitt Study and Pay Plan Policy, 1983

Headquarters Staff Directory, 1984  
 A.L.A. Management Recommendations on Personnel Policies, 1984  
 Staff Association Personnel Committee, (2 folders), 1984-86  
 Personnel Policy Manual, 1985  
 Management Development Institute Catalog, 1985  
 Staff Association Committee Meeting Agenda and Minutes, (2 folders), 1986  
 Personnel Policies and Procedures Draft, 1986  
 Fundraising, 1986-89  
 Staff Association
 

- Officers List, 1986
- Constitution, 1986-87
- Committee Meeting Agenda and Minutes, (4 folders), 1986-89
- Nominating Committee Blank Ballots and Election Results, 1989

 Replies to Survey by Floor Representatives, 1989  
 Advertising Media Fliers and Programs for Office Variety Show, 1989  
 Staff Correspondence, 1989  
 Staff Membership Dues, 1989  
 Social Events Administration and Advertising Communication with Invoices, (2 folders), 1988-89

Box 3:

Staff Association
 

- Treasurer Report, 1989
- Committee Meeting Agenda and Minutes, 1989

 Executive Director Search Communications and Memoranda, 1989  
 Audit Committee, 1989  
 Staff Association Committee Meeting Agenda and Minutes
 

- 1988
- 1989
- 1990
- 1991
- (2 Folders), 1992
- 1993
- 1994

 Report of Staff Association Meeting About Morale and Fiscal Services, 1987  
 Staff Satire and Humor, 1988-2011  
 Job Evaluation Advisory Committee Memoranda and Reports, (2 folders), 1991-93  
 Memorial Book
 

- Norman Horrocks, 2011
- Jack Gerts, 2013

 Audiovisual Materials
 

- A.L.A. Celebrate Centennial Information Program Recording*, (1 audiocassette), 1976
- Hewitt Meeting with Program Staff recording*, (1 audiocassette), 1982
- 12-35mm color slides, c. 1975

*Staff Orientation*, (1 Slide Carousel with 35mm slides and 1 audiocassette), c. 1975

1 Unlabeled Slide Carousel with 35mm slides, c. 1975

Grievance Appeals Board Grievance, (1 audiocassette), 1982

Photo Album

St. Patrick's Day, March 17, 1987

National Library Week Party, April 9, 1987

Honoring A.L.A. Employee Service, April 29, 1987

Halloween Party, October 28, 1987

Holiday Party, November 16, 1987

Christmas Party, December 11, 1987

Box 4:

Customer Service Task Force and Customer Service Center, 1999

Financial and Administrative Procedures Manual, 1991

Holiday Party programs, 1997, 1999, 2002

Personnel Policy Manual

1993-94

Revised Edition, 1998

1998-99

Security Policies, 2001, 2010-11

Table of Authorized Positions, 1986-90

Staff Directory by Unit computer print-out, c. 2002

ALA Winter Event Program, 2016

*Box 4 is full.*