

## AMERICAN LIBRARY ASSOCIATION

## EXECUTIVE BOARD MEETING

Chicago, Illinois.  
April 2, 1921

A meeting of the Executive Board was held in The John Crerar Library, Chicago, Illinois, April 2, 1921.

Present: Miss Tyler, President, Misses Eastman and Tobitt, Messrs. Meyer, Strohm, Utley and Root; also Mr. Milam, Secretary, Miss Bogle, Assistant Secretary, and Mr. Tweedell, Treasurer, part of the time.

Minutes: The Minutes of the meetings held December 18th and 28th, 1920, were approved.

Secretary's Report: The Secretary read a report of the work of the A.L.A. Headquarters since the December 28th meeting.

Correspondence Votes: The Secretary reported that the following Supplementary War Funds Budget had been approved by the Executive Board by correspondence vote:

Supplementary Budget  
War Funds

## Additional Receipts

Refund, Books for Everybody Fund.....	\$15,074.31
United War Work Fund.....	<u>40,568.00</u>
	\$55,642.31

## Estimated Expenditures

Hospital service, Salaries and Miscellaneous expenses for December, 1920, January, February and March, 1921, (including refund to Red Cross of money advanced for December salaries..	\$20,000.00
Books and Magazines for hospitals.....	15,000.00
Reserve.....	<u>20,642.31</u>
	\$55,642.31

April 2, 1921

The Secretary also reported that the Executive Board by correspondence vote approved the following resolution:

RESOLVED: That the recommendations contained in the resolutions of the Committee of Eleven now submitted, are hereby adopted on behalf of the American Library Association and, so far as this organization is concerned, the Committee of Eleven and United War Work Campaign, Inc., are relieved of obligation to enforce payment of the subscriptions referred to in said resolutions, and their action in accordance with said resolutions is ratified and confirmed, and this organization will hold them harmless in such action so far as it affects this organization.

The recommendations referred to in the vote just quoted are attached to these minutes as Exhibit A.

American Legion Correspondence: Letters from the National Commander, F. W. Galbraith, Jr., and from de Lancey Kountze, both dated March 28th, inviting the A.L.A. to attend a conference called by the American Legion for April 4th, were read by the Secretary. The President, with the approval of the Board, appointed Mr. Meyer to represent the Association at that meeting.

Transfers in the General Fund Budget: On the recommendation of the Secretary, the following transfers were made:

<u>From "Miscellaneous Outstanding Bills," to--</u>	
Bulletin - - - - -	\$100.00
Committees - - - - -	75.00
Additional Service - - - - -	150.00
Supplies - - - - -	175.00
Postage, telephone and telegraph--	<u>100.00</u>
	\$600.00
<u>and from "Contingent Fund," to--</u>	
Committees - - - - -	\$250.00
Additional Service - - - - -	300.00
Supplies - - - - -	<u>100.00</u>
	\$650.00

War Fund Annual Report: The Treasurer's report of receipts and expenditures of War Funds from January 1st to December 31st, 1920, was presented.

VOTED: That the Treasurer's report on War Funds for the calendar year of 1920, be approved, with the understanding that Note 2 be amplified. (This report is attached to these minutes as Exhibit B.)

War Funds Report 1917-1920:

VOTED: That the general financial report of War Funds 1917-1920 now being prepared by certified public accountants, be printed in the Bulletin.

War Funds Supplementary Budget:

VOTED: That we contribute from the War Funds to the American Library in Paris, Inc., a sum of \$25,000 as an endowment fund, the income to be used in paying in part the salary in that Library of an American trained in an American Library School. This gift is made subject to the condition that the selection of such an assistant shall be approved by the Executive Board of the American Library Association. The exact form of the bequest is subject to legal formalities and to the approval of the Board of Directors of the American Library in Paris, Inc. (See Exhibit 8)

VOTED: That the \$6000.00 item for the Navy be reduced to \$3000.00.

VOTED: That the Secretary be instructed to write Mrs. Henry Howard, stating that the Executive Board is interested in the progress of the American Merchant Marine Library Association, and asking for a statement concerning the financial status and prospects of the new organization.

VOTED: That the Supplementary Budget for War Funds be adopted as modified.

The following is the modified budget as adopted:

Supplementary Budget  
War Funds

Estimated Receipts

Balance March 1 (See March Bulletin, Page 31)	\$164,621.06
Less 10% on Liberty Bonds - - - -	\$3,158.57
Less amount in hands of librarians and agents - - - - -	<u>12,934.19</u>
Available - - - - -	<u>16,192.76</u>
	\$148,528.30
Estimated Additional Receipts - - - - -	<u>10,000.00</u>
Total - - - - -	<u>\$158,528.30</u>

Estimated Expenditures

In Budget January 1 - - - - -	\$45,150.00
In Supplemental Budget - - - - -	<u>35,000.00</u>
Total in previous budgets - - - - -	80,150.00
Expenditures January and February - - -	<u>37,763.92</u>
Balance in previous budgets - - - - -	42,386.08
Hospital Service:	
Salaries and Miscellaneous expenses	
April 1 - June 30 - - - - -	15,000.00
Books and magazines - - - - -	<u>10,000.00</u>
American Library in Paris, Inc. (conditional) - - - - -	25,000.00
	25,000.00
Navy - - - - -	3,000.00
Reserve - - - - -	<u>63,142.22</u>
	<u>\$158,528.30</u>

Transfer of War Funds: The Secretary reported that a balance of \$579.87 is still held by the American Security & Trust Company to the credit of the American Library Association War Service Fund; that it was left there to cover certain checks which had never been presented for payment.

VOTED: That the American Security & Trust Company is authorized and directed to transfer the entire balance in the account of the American Library Association War Service Fund to the Chicago Trust Company, Chicago, Illinois, for the account of the American Library Association War Funds, E. D. Tweedell, Treasurer.

It was understood that the American Security & Trust Company is to be asked to forward to the Chicago Trust Company for payment, any of these old checks which may hereafter be presented.

War Funds Investment: The Treasurer reported that, with the approval of the chairman of the Finance Committee, he had invested \$25,000 of War Funds in a U. S. Certificate of Indebtedness, payable the 15th of September. He stated that the interest at 5 $\frac{1}{2}$ % would amount to approximately \$560.00 more than the interest which would have been received from the bank. The Board by a formal vote approved the action of the Treasurer.

Financial Report, Enlarged Program and Books for Everybody Fund: The Secretary brought the detailed statements to the attention of the Executive Board, stating that the formal report had been approved in December.

VOTED: That a summary of these reports be printed, the items to be included to be left to the decision of the chairman of the Finance Committee and the Treasurer, with a note stating that the details of the report are available at A.L.A. headquarters.

VOTED: That the statement showing the loan from the War Service Funds to the Enlarged Programs and the manner of its repayment, be printed in the A.L.A. Bulletin, and also sent to Library periodicals, with a note appended explaining that after all expenses of the campaign were paid, a balance of \$1,626.97 was transferred to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Fund, \$13,447.34 instead of \$15,074.31. (Copy is attached as Exhibit C.)

Books for Everybody Budget: The chairman of the Finance Committee presented a report on the status of Books for Everybody Fund.

VOTED: That in compliance with the vote of the Executive Board of April 30, 1920, approved by the Association June 3, 1920, the Treasurer be authorized and directed to pay to the trustees of the endowment fund as part of the permanent endowment, the sum of \$20,447.21, this being 50% of the cash received up to March 1st for Books for Everybody Fund.

VOTED: That the Board adopt the report of the Finance Committee to the Executive Board under date of March 25th, embodying the budget of the Books for Everybody Fund.

The entire report, including the budget, is attached to these minutes as Exhibit D.

VOTED: That the Secretary be authorized to employ such persons as are needed in carrying out the provisions of the Books for Everybody Budget, and to arrange for such transfers as are required.

Appropriation for Employment Service:

VOTED: That the sum of \$900.00 be appropriated out of the contingent fund, or other available funds, for the Employment Service at headquarters.

Refund--Books for Everybody Fund:

VOTED: That the Treasurer be authorized and directed, from the Books for Everybody Fund, to refund \$150.00 of the contribution received from LaSalle Extension University, and \$1,254.31 of the amount received from the Canton War Chest Committee.

This vote was in accordance with the letters received from LaSalle Extension University March 1, 1921, and G. E. Lundy of Canton, Ohio, March 26th.

Audits:

VOTED: That in the future the audits by certified public accountants be made once a year conforming to the calendar and fiscal year.

\* General Funds Budget

Distribution--Fifty Copies Les Livres a la Guerre:

VOTED: That the distribution of Mr. Koch's book be left to the Secretary.

Trustee for Paris Library: On the recommendation of W. N. C. Carlton, Mr. Lawrence V. Benet was elected as a member of the Board of Directors of the American Library in Paris, Inc.

St. Louis Resolution: The following communication from Dr. Bostwick was read:

"At a meeting of 54 members of the A.L.A. residing in St. Louis and its vicinity, held in St. Louis on February 2, 1921, the following was unanimously adopted: 'RESOLVED: That the Executive Board of the American Library Association be informed of the present meeting of 54 members of the Association living in and near St. Louis, and of the intention of the participants to hold similar meetings in the future; that the Board be asked to give its formal sanction to such meetings and to advise how they may best be held.'"

Also a letter of April 1st from Dr. Bostwick to Miss Tyler.

VOTED: That the organization of members of the A.L.A. in cities or general localities meets with the sympathy of the Executive Board but in view of the fact that this has been made part of the proposed constitution the Executive Board feels that it can take no action at this time.

War Service Badge: A communication of March 9th from Joseph F. Daniels of Riverside, Cal., suggesting that a button or pin be given to those who worked in the War Service, was read to the Board. The Secretary was instructed to reply to Mr. Daniels, stating that practically all librarians had done important work in the Library War Service cause, some in the field and many more at home, and that it would be impossible to decide who was entitled to the button.

War Service Books at Jacksonville, Tenn.: The transfer of approximately 2000 volumes, (provided by the A.L.A. War Service for the Y.M.C.A. at the Old Hickory Powder Plant, to the Old Hickory Women's Club,) was authorized.

American Country Life Association: A communication of February 1st, from the American Country Life Association, was read to the Board.

VOTED: That the Secretary take the necessary steps to bring about the affiliation of the A.L.A. with the Council of National Agencies engaged in rural social work.

North Dakota Farm: The Secretary read various communications from C. D. Kauffman and others about his proposal to deed a farm to the A.L.A. for endowment of Books for the Blind work. The letter was received and filed.

Merchant Marine Books at New Orleans: A letter of March 30th from Mr. Gill was read to the Board.

VOTED: That the Secretary be instructed to inform Mr. Gill of the progress in the organization of the American Merchant Marine Library Association, and of the Executive Board's desire to have the books in question turned over to the new organization for use at the appropriate time.

Conference on Co-ordination of National Social Work: The President asked Vice-President Meyer to represent the Association in the Conference on Co-ordination of National Social Work to be held in the New Willard Hotel, Washington, D. C., on April 14th.

Reciprocal Relations with other Associations: After reading the letter of April 1st from Miss Ahern, asking for a statement as to the duties of the Committee on Reciprocal Relations the Executive Board

VOTED: That the Secretary and President be instructed to communicate with Miss Ahern, requesting that the Committee recommend to the Executive Board, and perhaps to the Council, a general policy with respect to the A.L.A.'s relations with other national organizations, and that the Committee also recommend to the Executive Board specific things which the Association should do in the way of sending exhibits, delegates or speakers to national meetings.

Delegates to American Academy of Political and Social Science. The President, with the approval of the Board, appointed the following persons to represent the A.L.A. at the annual meeting of the Academy in Philadelphia, May 13 and 14: Arthur L. Bailey, John Ashhurst, and Asa Don Dickinson.



National Book Day:

VOTED: That the Executive Board of the American Library Association endorse the idea of a National Book Day, having for its object the return of books that are not the property of the possessor, and that the Secretary inform the various newspaper syndicates of the action of the Board.

VOTED: That the thanks of the Executive Board be extended and appreciation recorded for the courtesy and hospitality shown by Doctor Andrews, Mr. Tweedell and the Board of Directors of the John Crerar Library.

VOTED: That a portion of the Treasurer's traveling expenses to Swampscott, not to exceed \$100.00, be paid out of the War Funds.

VOTED: That the expenses of this Board meeting be paid from War Funds.

Meeting adjourned.

Respectfully submitted,

*Carl H. Milam*

SECRETARY.

(Extract from the Minutes of the Meeting of the Committee of Eleven, held February 1st, 1921)

WHEREAS, of the total subscription of about \$202,000,000 to the United War Campaign Fund of November 1918, upwards of \$188,000,000 have been collected by UNITED WAR WORK CAMPAIGN, INC., and upwards of \$185,000,000 (including \$3,000,000 just now ordered) have been distributed by it to the seven cooperating societies in accordance with the memoranda of agreement between the seven societies adopted September 4, 1918, and December 24, 1918, and the purposes for which the said Fund was raised are approaching completion; and

WHEREAS, in view of these conditions and of the time elapsed since the Armistice, there is increasing difficulty in collecting subscriptions to the United War Campaign Fund, especially in cases where the subscriptions were made by organizations representing communities, generally known as War Chests or Community Chests; and

WHEREAS, in the cases of the subscriptions made by the War Chests and other organizations enumerated below, the Committee had made diligent effort to effect collection thereof but the said organizations severally have refused and still refuse to pay their respective subscriptions (or some part thereof) and announce that their refusal is permanent, upon the asserted ground that under present conditions and at the present distance of time from the Armistice no need exists for such payment, and it is understood that they have severally indicated a desire to pay the amounts of their several subscriptions respectively (or some part thereof) to Funds instituted for the relief of populations, especially children, suffering and in danger of famine as an outcome of the great War, in connection with which the United War Campaign Fund was raised, and they have indicated their judgment that the purposes of these Relief Funds, as just stated, are in a broad and general sense reasonably related to the purpose for which the United War Campaign Fund was more immediately raised; now, in view of all the foregoing, it is

Resolved as follows:

(1) That the seven cooperating societies are hereby recommended not to object to the payment by the several local organizations above referred to of their several unpaid subscriptions above mentioned (or such parts thereof as the local organizations shall severally and respectively determine) to such Relief Funds as are above mentioned in lieu of payment to the United War Campaign Fund, and to hold harmless United War Work Campaign, Inc. and the Committee of Eleven in not enforcing payment to them of such subscriptions;

Philadelphia, Pennsylvania, about 900,000

(2) That upon the adoption of this recommendation by all the seven cooperating societies; the approval thereof by the President of the United States, and the receipt of indemnity bonds satisfactory to the Finance Committee and Counsel, the Committee of Eleven and United War Work Campaign, Inc. agree with the several subscribing War Chests and other local organizations above mentioned that, upon prompt payment accordingly, to such Relief Funds, the Committee of Eleven and the United War Work Campaign, Inc. will not further attempt to enforce payment to them of amounts so paid;

RESOLVED, That the list of organizations to be filled in in the thi (3) The War Chests and other local organizations and the amounts of their several total subscriptions to the United War Fund above referred to are as follows:

<u>Name of Organization</u>	<u>Amount</u>
War Chest of Cleveland and Cuyhoga County, Cleveland, Ohio,	\$804,000
Racine County War Relief Fund, Racine, Wisconsin, about	60,000
Marinette County Council of Defense, Marinette, Wisconsin, about	13,000
Council of Defense, Oneida County, Rhinelander, Wisconsin, about	6,400
War Work Committee of Licking County, Newark, Ohio, approximately,	8,000
War Chest Board, Indianapolis, Indiana,	Unknown
Montgomery County War Chest, Crawfordsville, Indiana,	Unknown
Mahoning County War Chest, Youngstown, Ohio, about	70,000
Cincinnati and Hamilton County War Chest, Cincinnati, Ohio, about	334,000
The Columbus Community War Service, Columbus, Ohio, about	36,000
Albany War Chest, Albany, New York, about	116,000
War Welfare Council of Philadelphia and Vicinity, Philadelphia, Pennsylvania, about	900,000

(4) The Finance Committee is hereby authorized on behalf of the Committee of Eleven and United War Work Campaign, Inc., to make similar recommendation and give similar agreement in cases of other War Chests and local organizations not enumerated in Resolution (3) which in its judgment come within the same category.

It was further

RESOLVED, That the list of organizations to be filled in in the third resolution above, be fixed by the Finance Committee.

Thrift Stamps	35.75	
War Sav. Stamps	2,550.00	477,780.16(1)
*****		
with librarians and agents	89,202.49	190,996.25
A.L.A. Treasurer's Account		15,703.29
Miscellaneous sources		\$684,479.70
U.S. Dept. 30th, incl.		14,179.95
U.W.W. Campaign		175,000.00
Enlarged Program - Payment on loan		45,000.00(2)
Interest on Bank Balances		1,866.54(4)
Liberty Bonds		7,058.36
Miscellaneous, from Oct. 1 - Dec. 31, incl.		8,619.95
		<u>251,724.80</u>
		<u>\$935,204.50</u>
		138,871.70
		34,070.04
		15,495.05
		3,614.31
		51,145.26
		8,012.61
		14,072.48
Service (incl. Subs.)		214,160.75
		24,618.74
		19,527.98
		23,635.00
		247,213.92
any Dept. as per recommendation Committee of 11 & correspondence vote, Executive Board, Dec. 1919		69,000.00
at Dept. Ditto		56,970.00
		<u>125,970.00</u>
		657,182.92
on Enlarged Program		150,000.00(2)
on sale of Liberty Bonds		20,603.12
foreign exchange		39,601.84(3)
Chicago Trust Co. Dec. 31 Cash		19,067.07
Liberty Bonds		31,585.75
with librarians & agents		22,162.60
		<u>72,815.62</u>
		<u>\$935,204.50</u>

Exhibit B

Treasurer's Report - War Funds

Jan. 1 to Dec. 31, 1919

RECEIPTS

bal. on hand Jan. 1, Am. Sec. & Tr. Co. Cash	\$265,944.41	
" " " " Liberty Bonds	209,250.00	
" " " " Thrift Stamps	35.75	
" " " " War Sav. Stamps	2,550.00	477,780.16(1)
" " " " Directors Fund	<u>101,793.76</u>	
" " with librarians and agents	89,202.49	190,996.25
" " A.L.A. Treasurer's Account		<u>15,703.29</u> \$684,479.70
Received by A.L.A. Treas. Miscellaneous sources		
Jan. 1 - Sept. 30th, incl.		14,179.95
Received from U.W.W. Campaign		175,000.00
" " Enlarged Program - Payment on loan		<u>45,000.00(2)</u>
" " Interest on Bank Balances		<u>1,866.54(4)</u>
" " Liberty Bonds		7,058.36
" Miscellaneous, from Oct. 1 - Dec. 31, incl.		<u>8,619.95</u> 251,724.80
		<u>\$936,204.50</u>

EXPENDITURES

Books . . . . .	138,871.70	
Freight . . . . .	34,070.04	
General Equip. . . . .	15,495.05	
Packing Cases . . . . .	3,614.31	
Periodicals . . . . .	51,145.26	
Publicity . . . . .	8,012.61	
Rent . . . . .	14,072.48	
Service (incl. Subs.) . . . . .	214,150.75	
Sundry . . . . .	24,618.74	
Supplies . . . . .	19,527.98	
Travel . . . . .	<u>23,635.00</u>	547,213.92
Navy Dept. as per recommendation Committee of 11 & correspondence vote, Executive Board, Dec. 1919	69,000.00	
War Dept. Ditto . . . . .	<u>36,970.00</u>	105,970.00
		653,183.92
Loan to Enlarged Program . . . . .	150,000.00(2)	
Loss on sale of Liberty Bonds . . . . .	20,603.12	
Loss - foreign exchange . . . . .	<u>39,601.84(3)</u>	210,204.96
Balance in Chicago Trust Co. Dec. 31 Cash	19,067.07	
" " " " Liberty Bonds	31,585.75	
" with librarians & agents	<u>22,162.80</u>	72,815.62
		<u>\$936,204.50</u>

- (1) On March 8th, the title of the War Service Funds in American Security & Trust Company, Washington, D.C., was changed to Executive Board Funds. In October the balance was transferred to Chicago Trust Company and called War Funds.
- (2) The Executive Board on July 15th, 1920, voted that the balance available from First War Service Fund amounting to \$84,925.69 be used to repay the loan made by the War Service Fund to the Enlarged Program, leaving a balance due of \$20,074.31 on December 31st, 1920. This balance was paid in January, 1921. See the "Statement showing loan from the War Service Funds to the Enlarged Program and the manner of its repayment," Exhibit C.
- (3) This represents the loss from March 1918 to May 1, 1920, caused by a shrinkage in exchange on the amount sent to Paris for a contingent fund.
- (4) Auditor shows \$19.49 more in this amount which is for interest credited by bank Dec. 31, 1920, and not entered on books.

Respectfully submitted,

EDWARD D. TWEDELL,  
Treasurer.

The expenditures by departments of work, are as follows:

Hospitals . . . . .	\$62,311.72
Books for Blind . . . . .	5,422.47
Merchant Marine . . . . .	72,891.46
Ex-Service Men . . . . .	13,550.52
Industrial War Work . . . . .	5,891.30
Paris-Coblentz & other overseas & insular possessions including books and periodicals . . . . .	105,644.27
Hq. & Miscellaneous, including Dispatch Office expenses not charged against departments . . . . .	107,327.00
Books for use in America . . . . .	136,326.69
Periodicals " " . . . . .	30,848.49
Navy Dept. Salaries of Library, Specialist & Asst. . . . .	<u>7,000.00</u>
	\$547,213.92

Exhibit C.

AMERICAN LIBRARY ASSOCIATION

Statement showing Loan from War Service Funds to the Enlarged Program and the manner of its repayment.

LOAN:

Amount loaned to Enlarged Program from 1st War Service Funds . . . . .	\$52,340.00
Amount loaned to Enlarged Program from 2nd War Service Funds . . . . .	150,000.00
Total amount of loan . . . . .	<u>\$202,340.00</u>

Repayment of Loan:

By Cancellation:

The obligation of the Enlarged Program to the 1st War Service Funds account of loan was cancelled by the authority of the Executive Board . . . . . \$52,340.00\*

\*By Transfers:

Transfer of available balance in the 1st War Service Funds to the 2nd War Service Funds to apply to the loan (\$150,000.00) . . . . . 5,861.90\*

Transfer of the sum from the 1st War Service Funds - which was credited to it from the 2nd War Service Fund to repay loan in connection with conducting the second Campaign (U.W.W.) - to the 2nd War Service Funds to apply to loan of \$150,000.00 . . . . . 79,063.79\*

(Transfers made by authority of Executive Board)

By Cash payments:

Cash, on account from Enlarged Program, 8/8/20 . . . . .	25,000.00
Cash on account from Enlarged Program, 12/22/20 . . . . .	20,000.00
Cash on account from Enlarged Program . . . . .	5,000.00
Cash in full of account from "Books for Everybody" Fund . . . . .	15,074.31**
	<u>\$202,340.00</u> <u>\$202,340.00</u>

\*For the validity of the transfers legal opinion was sought and rendered. In effect, it upheld the actions of the Executive Board, and stated that the transfers were both proper and legal.

\*\*After all expenses were paid a balance of \$1,626.97 was transferred to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Funds, \$13,447.34 instead of \$15,074.31.

*(From Ch. Enl. Program Fund)*

March 25, 1921

To the Executive Board:

The Finance Committee finds that the estimated receipts for the Books for Everybody Fund, on March 1st, were as follows:

Books for Everybody Fund

Estimated Receipts Mar. 1 - Dec. 31, 1921

Total Cash, Feb. 28th . . . . .		\$59,166.16	
Refunds - To War Funds for loan. . .	\$15,074.31		
Immigrant Publication Society . . . . .	2,000.00		
Campaign Fund . . . . .	<u>1,197.43</u>	18,271.74	
			<u>40,894.42</u>
Refund to War Funds for Books for Blind . . . . .		<u>1,037.20</u>	
			<u>39,857.20</u>
Unpaid pledges . . . . .			21,206.69

Although one-half of this should be collected in 1921, none of it is included in the proposed expenditures for this year.

The amount of cash available (Nov. 1) is . . . . . 39,857.20

From this should be set aside as an endowment fund, one-half of \$40,894.42, namely . . . . . 20,447.21

Leaving a balance available for appropriation of \$19,409.99

The cash contributions for special purposes amount to \$12,095.55, less \$1,037.20 already spent for books for the blind; net \$11,058.35.

It seems desirable to spend first the donations for special purposes in order that those purposes which were in the minds of the donors may be accomplished as soon as possible. It is desirable also to reserve some of the general funds for further addition to the endowment fund when the pledges (which are chiefly for special purposes) have been paid. (The Committee recommends that, if possible, only funds given for general purposes be put into the endowment fund.)



Exhibit D.

Having these things in mind the Committee presents the following budget for your consideration:

Estimated Expenditures

		Amounts given for special purposes
Library extension	\$1,200.00	( \$1,305.60)
Booklists, Reading Courses, Book Publicity	5,000.00	( 5,945.00)
General Library Publicity	700.00	
Books & work for the Blind (net)	2,062.25*	( 2,062.25)*
Survey	500.00	
Certification	500.00	
Recruiting	350.00	
Merchant Marine	1,428.00	( 1,428.00)
Hospitals	312.50	( 312.50)
Coast Guard	5.00	( 5.00)
	<hr/>	
	12,057.75	
Endowment (1/2 of \$40,894.42)	20,447.21	
Balance unappropriated, cash and Liberty Bonds	<u>7,352.26</u>	
	<u>\$39,857.22</u>	

\* The sum of \$1,037.20 has been transferred to the War Funds to cover cost of certain work already done to carry out the wishes of the donors. The amount included in the budget must cover some other work now in process.

Exhibit D.

It is proposed that the \$12,057.75, if appropriated for the above purposes, be used as follows (in cooperation with appropriate committees):

Salaries (general assistant giving special attention to printing and publicity; stenographer, extra help)		\$ 3,000.00
Publication of Books for the Blind (under the supervision of the Committee on Work with the Blind)		2,062.25
<u>Appropriation to Committees</u>		
Survey (Committee of Five)	500.00	
National Certification	500.00	
Recruiting	<u>100.00</u>	1,100.00
Printing and publications		2,600.00
Supplies, postage, travel, miscellaneous		1,550.00
Transfers for Merchant Marine, Hospital and Coast Guard Service		<u>1,745.50</u>
		\$12,057.75

The Finance Committee approves an expenditure of \$12,057.75 in 1921 and the transfer of \$20,447.21 to the Endowment Fund.

Although it makes the foregoing suggestions for the expenditure of this amount, \$12,057.75, it feels that the Executive Board should have a free hand to make such appropriation of it as it deems proper, and feel under no obligation to adopt this suggested schedule of expenditures.

Respectfully submitted,

Harrison W. Craver

Azariah S. Root

George B. Utley, chairman

Finance Committee.

Exhibit E

## THE AMERICAN LIBRARY IN PARIS, INC.

MEMORANDUM OF AGREEMENT

made this twelfth day of July, 1921, by and between THE AMERICAN LIBRARY ASSOCIATION, a corporation organized and existing under and by virtue of the laws of the State of Massachusetts having its office and principal place of business at number 78 East Washington Street, in the city of Chicago, County of Cook, State of Illinois,

## PARTY OF THE FIRST PART

and

THE AMERICAN LIBRARY IN PARIS, INC., a corporation organized and existing under and by virtue of the laws of the State of Delaware, having its office and principal place of business at The Wilmington Institute, corner of Eighth and Market Streets, in the City of Wilmington, County of Newcastle, State of Delaware,

## PARTY OF THE SECOND PART

## WITNESSETH:-

That whereas a gift of \$25,000 (Twenty-five thousand dollars) has been duly authorized by the Executive Board of the Party of the First Part, and its acceptance duly authorized by the Board of Directors of the Party of the Second Part for the purpose and subject to the conditions hereinafter mentioned:

NOW THEREFORE, in consideration of the foregoing and mutual promises and covenants herein contained, the parties have agreed as follows:-

The Party of the First Part does hereby agree to transfer and pay over immediately upon the ensembling of these presents to the Party of the Second Part, or to its account in any bank which it may designate in the City of Paris, Republic of France, the sum of \$25,000 dollars (Twenty-five thousand dollars) which shall be and belong to the said Party of the Second Part, or its

Exhibit E

legal successors, and shall be administered by its Board of Directors pursuant to the laws of the State of Delaware, and the constitution and by-laws of the said Party of the Second Part.

The Party of the Second Part, pursuant to the authority of the said Board of Directors, does hereby accept the said gift, and does hereby undertake and agree on behalf of itself and its legal successors, that the whole of the income of the said fund shall be used for the purpose for which the said gift is made to wit:

For the purpose of paying the salary, in whole or in part, of an American library assistant who shall have been trained in an American library school, and whose selection shall, in each and every case be approved by the Executive Board of the American Library Association as a person properly trained and capable of training library assistants, of French or other nationality, in the methods of organizing, directing, and administering public libraries according to the methods prevailing in the United States of America, and particularly in the libraries under the direction of the American Library Association.

In witness whereof the Parties hereto have caused this agreement to be signed by their respective Presidents, duly authorized, and their seals to be hereunto affixed the day and year aforesaid.

(seal)

The American Library in Paris, Inc. Charles Louis Seeger  
.....  
President  
American Library in Paris, Inc .

(seal)

American Library Association Azariah S. Root  
.....  
President  
American Library Association

Exhibit F

THE AMERICAN LIBRARY IN PARIS, INC.

EXTRACT FROM THE MINUTES

At a meeting of the Executive Committee of the Board of Directors of the American Library in Paris, Inc., duly called and held at No. 10 rue de l'Elysee, Paris, France, on the tenth day of June 1921, the Secretary, having read to the meeting a resolution received from the Executive Board of the American Library Association duly passed April 2nd, 1921, authorizing a gift of \$25,000 from war funds to the American Library in Paris, Inc., to become part of its present endowment on condition that the income be devoted towards the payment in part of the salary of a member of the staff of the American Library in Paris, Inc., trained in an American library school, it was unanimously

VOTED:

That the proffered gift of the American Library Association and the conditions attached thereto be and herewith are accepted by the American Library in Paris, Inc., and

That the President is directed to tender the thanks of the Board to the American Library Association for this generous gift, and that he is hereby instructed to make and enter into an agreement setting out the terms and conditions of the gift and its acceptance.

Attest,

..... W. N. C. Carlton .....

Secretary.

(seal)  
The American Library in Paris, Inc.

Report of the Finance Committee  
on the Books for Everybody Fund

March 25, 1921.

To the A.L.A. Executive Board:

The Executive Board, on October 11, 1920,

Voted: That the Finance Committee be requested to make a report to the Executive Board as to the proper distribution, use or investment of funds resulting from the Enlarged Program; of donations made for special purposes and the expenses that are chargeable against the fund; that it also be requested to prepare a budget for all activities and for meeting all obligations of the American Library Association during the year 1921 and to submit such budget to the Executive Board (and such part of it as pertains to the publishing activities, also to the Publishing Board) by mail as soon as possible, and in any case not later than December 10th.

The Finance Committee was unable to include in its report, made in December, the required information about the Books for Everybody Fund. That information is submitted herewith

The Committee finds the following facts:

Receipts to March 1, 1921

Contributions received to December 31, 1920.....	\$51,229.99	
New cash contributions and payments on pledges, January and February.....	7,788.81	#
Total interest received to February 28th....	\$159.20	
Less total exchange.....	11.84	147.36
		\$59,166.16

# Includes transfer from Enlarged Program \$1626.97

Total checks drawn

Refund to War Funds final payment of loan...\$15,074.31  
 Immigrant Publication Society (its share  
 of receipts New York City).....2,000.00  
 Refund to War Funds for Books for Blind.....1,037.20  
 Transferred to Campaign Fund, (deposited in  
 Books for Everybody Fund by mistake).....1,197.43

19,308.94

Balance on hand February 28. Cash..\$38,857.22

Liberty Bonds..... 1,000.00

39,857.22

\$59,166.16

Pledges

Unpaid pledges, March 1..... 21,206.69

of this (Baker and Taylor) is conducted on the  
 of the campaign, and on our ability. "So serious  
 work along the lines proposed for the next 2 years".

Cash and Pledges for Special Purposes

Library Extension	<u>Cash</u>	<u>Pledges</u>
"County Library plan".....	609.60	
"Library promotion work".....	694.00	
"Isolated communities".....	<u>2.00</u>	
	\$1,305.60	
 Adult Education, Book Publicity		
"Book publicity, reading courses and lists".....	5,945.00	12,690.00 (n)
Money was solicited from the publishers with the understanding that it would be used for these purposes.		
Books and Work for the Blind.....	3,099.45	
To get amount still available in this item deduct:-		
Transferred to war funds for books published.1,037.20		
To be transferred to war funds for books published.....	58.00	
To be transferred to war funds for books published.....	180.25	
Book in press.....	93.00	
Moon type book.....	<u>300.00</u>	
	1,668.45	
Merchant Marine.....	1,428.00	2,000.00
\$225. of this to be spent "if possible through Mrs. Howard's Bureau at Port of Boston"		
 Hospitals-		
In Massachusetts.....	62.50	
Miscellaneous.....	<u>250.00</u>	
	312.50	
Coast guard.....	<u>5.00</u>	
	12,095.55	

(n) \$1,000 of this (Baker and Taylor) is conditional on the success of the campaign, and on our ability, "to continue active work along the lines proposed for the next 2 years".



Possible Reductions

Gifts from community chests and other gifts of \$100. or more are subject to reduction by donor. But this does not include gifts for special purposes or contributions to the New York City joint campaign.

Following are the votes:

Voted: That if, when the campaign returns are all received the total amount does not approximate the goal, an opportunity be offered to community chests and large givers, e.g. \$100. and upward, to revise their subscriptions in proportion to the total amount received. (Oct.11,1920.)

Voted: That in interpreting the recommendation of the Committee on Ways and Means in the following resolution (quoted above) concerning Enlarged Program funds, passed at the last meeting of the Board, the resolution shall not apply in cases where contributions were given for specific purposes. (Dec.18, 1920.)

Voted: That, in view of the recent letter from Mr.Carr, so far as the Enlarged Program Campaign for funds in New York City is concerned, Mr.Craver should be asked to take up settlement with Mr.Carr regarding the Immigrant Publication Society, and be authorized to waive, if necessary, the matter of refund of pledges. (Dec.18,1920)

Large Gifts Subject to Possible Reduction

Community Chests

	Total	Cash
Cleveland	\$1,900.00	\$1,900.00
Canton	2,508.62	2,508.62
Evansville	2,000.00	2,000.00

Individuals and Firms

Mr. and Mrs. Hadley	1,000.00	Reduced to \$500.00
Miss Bogle	100.00	20.00 no change
Miss Singley	100.00	
H.H. Franklin	300.00	100.00 no change
Gaylord Brothers	1,500.00	500.00 no change
L.C. Smith	300.00	100.00
Miss Masee	100.00	100.00
Pacific Mail S.S. Co.	100.00	100.00
Montgomery Ward & Co.	100.00	100.00
LaSalle Extension University	200.00	200.00 reduced to \$50.
Donnelly Company	150.00	150.00
Foley and Company	100.00	100.00 letter returned
F.G. Melcher	100.00	100.00 no change
	<hr/>	<hr/>
	\$10,558.62	\$7,978.62

It will be observed that the cash deductions might reach \$7,978.62, on the basis of our records. Other amounts, not reported to us by individual gifts, may be affected similarly through a letter to State Directors.

Endowment

The Executive Board on April 30, 1920,

Voted: "That the Executive Board recommend at the next annual meeting of the American Library Association that at least 50% of the money received in consequence of the present authorized appeal shall be set aside for a permanent Endowment".

The American Library Association on June 3d unanimously approved this resolution by a formal vote.

Other Obligations

The Association, on June 5th, 1920,

Voted: That the American Library Association approves the Re-Statement of the Enlarged Program as presented by the Joint Committee as a basis for the guidance of the Executive Board in administering the enlarged activities of the Association.

The Re-Statement will be found on pages 297-309 in the 1920 Proceedings.

Respectfully submitted

The Finance Committee

Harrison W. Craver

Azariah S. Root

George B. Utley, Chairman

The Executive Board, by correspondence vote, about May 12, 1921, approved the following names, which were placed in nomination by the Nominating Committee, of which Mr. Windsor was chairman:

For President: Azariah S. Root, librarian, Oberlin College Library, Oberlin, Ohio

For First Vice-President: Samuel H. Ranck, librarian, Public Library, Grand Rapids, Michigan.

For Second Vice-President: Claribel R. Barnett, librarian, United States Department of Agriculture Library, Washington, D.C.

For Members of Executive Board (for a term of three years each):

- ) Carl B. Roden, librarian, Public Library, Chicago, Ill.
- ) Gratia A. Countryman, librarian, Public Library, Minneapolis, Minnesota.

For Members of Council (for a term of five years each):

- ) Cornelia Marvin, librarian, Oregon State Library, Salem, Ore.
- ) George H. Locke, chief librarian, Public Library, Toronto, Ont. Canada
- ) Fannie C. Rawson, secretary, Kentucky Library Commission, Frankfort, Kentucky
- ) Robert K. Shaw, librarian, Free Public Library, Worcester, Massachusetts
- ) Adam Strohm, librarian, Public Library, Detroit, Michigan

For Trustee of the Endowment Fund: J. Randolph Coolidge, Jr., trustee Boston Athenaeum, Boston, Mass.

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

New Ocean House,  
Swampscott, Mass.  
June 20, 1921

A meeting of the Executive Board was held in the New Ocean House, Swampscott, Mass., Monday, June 20, 1921, at 3 p.m.

Present: Miss Tyler, President, Misses Krause, Eastman and Tobitt; Messrs. Meyer, Dana, Root, and Utley; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Minutes: The minutes of the meeting held April 2, 1921, were approved.

Resolutions Committee:

Voted: That a Committee on Resolutions consisting of Mr. Everett R. Perry, Mr. Frederick C. Hicks and Mary G. Saxe be appointed.

Voted: That Sarah Askew and Furd B. Wright be appointed alternates to serve on the Committee on Resolutions in case of absence of any of the members.

Communication from the Curator of U. S. Naval Academy:  
The communication of June 3, 1921, from the Curator of the U. S. Naval Academy was read in part by the Secretary.

Voted: That a committee of two, consisting of Mr. Dana and Mr. Utley prepare a resolution regarding the communication to be presented at the meeting of the Council as a recommendation from this Board to the Council.

Communication from the American Legion: A letter from F. W. Galbraith, Jr., Commander of the American Legion, asking the Association to adopt a resolution endorsing the Legion's legislative program, was referred to the Committee on Federal and State Relations.

Election of Officers:

Voted: That the polls for the election of officers of the American Library Association be open Friday, June 24, 1921, from 12 noon to 6 p.m.

Voted: That William Teal and Franklin H. Price be appointed tellers, and that the President be authorized to appoint additional tellers, if necessary.

Voted: That the Secretary be authorized to print the official ballot as it appeared in the May Bulletin, with any additional names which may be nominated in accordance with the provisions of the Constitution.

Constitution and By-Laws:

Voted: That the Executive Board recommend to the Association the consideration of the By-Laws, as proposed by the Committee and printed on pages 8 to 10, with the Constitution, provided that the Constitution as first approved at Colorado Springs, is again approved at this meeting.

A letter was read from Miss Haines, transmitting a resolution of the St. Louis local, opposing the proposed section, authorizing persons to become members of local chapters without being members of the A.L.A.

Finance Committee Report: A report of the Finance Committee on various audits was read by the Chairman, Mr. Utley.

Voted: That the report be adopted by the Executive Board.

(A copy of the Finance Committee Report is appended.)

There was general discussion of the work at Headquarters and the need for larger funds. It was understood that the Secretary was to prepare a statement of the most urgent needs for submission to the Executive Board at some later meeting.

Appropriation to Navy: A letter was read from Admiral Thomas, Washington, Chief of the Bureau of Navigation, presenting the need of a further appropriation of \$3,000 for the use of the Navy Library system.

Voted: That an additional sum of \$3,000 be appropriated from War Service Funds for library work in the Navy.

It was understood that this money is to be turned over to the Navy for its use.

American Library in Paris: The matter of the appointment of a librarian to succeed Dr. Carlton was discussed. It was understood that the President and Secretary will confer with possible candidates for the position.

Proceedings:

Voted: That the recommendations contained in H. H. B. Meyer's letter of June 9th, 1921, be approved and that these recommendations be followed as far as conditions make it seem desirable to Headquarters.

(Mr. Meyer's letter appended.)

Voted: That the reports published for this Conference be not included in the Proceedings.

Book Wagons: A letter from Miss Frank was submitted, urging the desirability of a traveling book exhibit, either on a railroad car or auto truck, to go into states where libraries are not well developed, affording a spectacular demonstration of good libraries, comparable to the demonstrations of good roads, which have produced such valuable results. No action.

Adjournment: The meeting adjourned subject to the call of the President

Respectfully submitted,

*Carl H. Milam*

Secretary.

June 20, 1921.

To the Executive Board  
of the American Library Association.

The Finance Committee has received from Marwick, Mitchell & Co., certified public accountants, reports on audit by them of the following funds for the period enumerated.

- (1) American Library Association - General Funds,  
July 1, to December 31, 1920.
- (2) War Funds, October 1 to December 31, 1920.
- (3) Committee on Enlarged Program  
July 29 to December 31, 1920.
- (4) Books for Everybody Fund, July 1 to December 31, 1920.
- (5) First and Second War Service Funds,  
August 1 to December 31, 1920.
- (6) American Library Association - Financial Statement  
on all activities, as of Dec. 31, 1920.

The Committee, after examination, finds these audits have been carefully made and, believing them to be correct, has approved them, and, following the practice in the case of previous recent audits, begs to recommend that they be adopted by the Executive Board.

Yours very truly,

(Signed) GEO. B. UTLEY.

Chairman, Finance Committee.



Washington, D.C.  
June 9, 1921.

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Mr. Carl H. Milam,  
Secretary, A.L.A.  
78 East Washington Street,  
Chicago, Illinois

My dear Mr. Milam:

Replying to your letter of May 21st concerning the printing of papers in the proceedings for the Swampscott meeting. The need to reduce the amount of printing to the very lowest terms is both evident and urgent.

Taking up your suggestions in order, I would recommend:

1. That we leave out of the proceedings all the papers and addresses which will have been printed in some one of the library periodicals before the proceedings go to press.
2. That we summarize all papers which will permit of such treatment. I do not think that any rule can be laid down. Some writers condense so that their papers are summaries, others are so diffuse that 90% of the words could be left out, very much to the advantage of the information contained in the paper.
3. That the material already printed in the Bulletin be omitted.
4. That the Committees reduce their reports to the fewest possible words, notice to this effect should go out immediately.

As a foot-note to this recommendation, I would add that the Report of the Committee on documents need not be printed in the proceedings at all. If our plans at the Round Table work out I hope to bring out of the meeting material that will be worth printing as a leaflet or handbook on the circulation of documents in a public library.

5. That the reports of the proceedings of the General sessions and the Council be very strictly edited and only matter of importance printed.
6. The same principle would apply to the reports of the proceedings of sections.
7. That a limit be placed on the space allowed in the proceedings to affiliated societies, with the understanding that more pages will be available if they are willing to pay for the printing.
8. That the edition be but little smaller than usual. The suggestion that you make raises an ethical question. Every member is entitled to a copy free. I think it would be perfectly fair to say that this year the proceedings will be sent out only to institutional members, and to others who ask for it. The asking should not be restricted to a reply to any circular letter, a request from anyone who is a member this year, coming at any time what-so-ever should be honored. I do not think very much is saved in limiting the size of the edition; the chief cost is in the composition. Further there has been a considerable addition to the number of members this year which in itself would mean an increased demand for the proceedings.

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I should oppose any diminution in the size of the edition of the Handbook, nor should the information which it contains be curtailed in anyway. This is too valuable a desk-tool to have its usefulness impaired by omissions.

Very truly Yours,

(Signed) H.H.B. MEYER.

Vice-President.

AMERICAN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

New Ocean House,  
Swampscott, Mass.  
June 22, 1921

A meeting of the Executive Board was held in the New Ocean House, Swampscott, Mass., Wednesday, June 22, 1921, 1.p.m.

Present: Miss Tyler, President, Misses Krause, Eastman, Tobitt; Messrs. Meyer, Utley, Root, Strohm; also Mr. Milan, Secretary, and Miss Bogle, Assistant Secretary.

Additional Officers under New Constitution: After considerable discussion of the status of the Board under the Constitution formally adopted on June 21st, 1921, it was

Voted: That the Nominating Committee be requested to nominate the additional officers required under the new Constitution.

Voted: That the Association at the next General Session be asked to ratify and confirm the action of the Executive Board in requesting the Nominating Committee to submit nominations for the additional officers called for by the new Constitution.

Publishing Activities: There was discussion of the status of the Publishing Board under the new Constitution. No action was taken.

Librarians under the Immigration Law: A communication of June 11, 1921, was read from Miss Hollis W. Hering, concerning the deportation of a Canadian librarian under the Immigration laws.

Voted: To refer the communication from Hollis W. Hering to the Committee on International Relations for action.

Reimbursement of Mr. Koch's Expenses: A communication from Mr. Koch (copy appended) was brought to the attention of the Executive Board.

Voted: That the Executive Board appropriate \$2,000.00 out of the War Service Funds to reimburse Theodore W. Koch for his work in preparing and publishing the history of Library War Service.

Book Wagons: There was further discussion of the Book Wagon suggestion mentioned at the previous Board meeting. The idea seemed to meet with general approval. No action.

Delegate to Educational Conference in Honolulu: A communication from the Commissioner of Education, asking the A.L.A. to appoint a delegate to an Educational Conference to be held in Honolulu on August 11 to 21, 1921, was read.

Voted: That Miss Edna I. Allyn, Librarian Library of Hawaii, Honolulu, T. H., be appointed as the official delegate of the A.L.A. to the Congress on Education in Honolulu, August 11 to 21, 1921.

Communication from Mr. Paine: A letter of June 7th to Miss Tyler was read. It referred to a woman who wishes to endow in a modest way some form of library service for a small community and who would especially like to reach some group of laboring men. The letter was referred to the Secretary for action.

Meeting adjourned.

Respectfully submitted,

*Carl H. Dylam*  
CARL H. DYLAM

Secretary

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NORTHWESTERN UNIVERSITY LIBRARY.

Evanston, Illinois.

June 17, 1921.

Memorandum

To the Executive Board,  
American Library Association:

During the past four years I have devoted all my leisure moments, and as much time and energy as I could spare from my official duties, to the writing of pamphlets and books on Library War Service. This has been done without any appropriation from War Service Funds for clerical help, typewriting, and travel (save for two interviews). The expense of preparing six editions of two pamphlets and the three volumes, "War Libraries and Allied Studies," "Books in the War," and "Les Livres á la Guerre" has been very considerable, especially in the items of preparation of copy, illustrations, and necessary travel to the different places where they were printed:

It is now clear that "Books in the War" will not pay for itself. No royalty was to be paid me until after the publishers recovered the full amount that they put into the book, \$3345.28, and they are still about five hundred dollars short of this amount. The author's rights in the French edition consisted simply of twenty-five unbound copies. It is clear, therefore, that I cannot expect, either from Houghton Mifflin Company or from Edouard Champion, any reimbursement for the money I put into the preparation of the editions they published.

The chief items of expense entailed by me were the following:

Four trips to Boston and Cambridge	\$265.00
Paid to Abel Doysié, translator,	180.00
To packing and shipping, half-tone blocks from	
Cambridge, Mass. To New York	40.00
From New York to Paris	15.00
Duty, Insurance, and freight to printer at Abbeville	46.00
Ocean freight return to New York	17.20
Paid for typing	200.00
Paid for revision of copy	<u>150.00</u>
	\$ 913.20

In addition to the above, there was the very large expense of a special trip to Paris and Abbeville, in northern France, where the book was printed, including a ten weeks stay over there while reading the proof, arranging the lay-out of illustrations, making the index, seeing the French edition through the press, and arranging for distribution of copies for publicity purpose.

It was the general feeling among the workers of several years ago that a literary history of Library War Service, issued over the imprint of a well-known publishing house, would achieve a kind of publicity which could not be secured through official reports published by the Association itself. While being more than willing to try my hand

at the writing of such a history, I did not feel warranted in asking for much help as there were those who thought that incidental expenses should come out of the proceeds of the sales of the book. But, as shown above, the publishers themselves have not recovered the costs of the last two editions, and consequently, there were no royalties from which these expenses could be met.

I therefore venture to ask, whether in the opinion of the Executive Board, a grant from the balance in the War Service fund could not properly be made to cover some of the expenses incurred by me in the preparation of these books.

Respectfully submitted,

(Signed) Theo. W. Koch.

AMERICAN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING

New Ocean House,  
Swampscott, Mass.  
June 26, 1921

A meeting of the Executive Board was held in the New Ocean House, Swampscott, Mass., Sunday, June 26, 1921.

Present: President Root, Misses Tobitt and Barnett; Messrs. Godard, Ranck, Utley, Meyer and Tweedell; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

New Members: The newly elected members, in accordance with Section II of the Constitution, were divided into two equal classes and it was determined by lot that Miss Countryman and Mr. Godard would serve for three years and Mr. Meyer and Mr. Roden should serve for four years.

Miss Margaret Mann was appointed to fill the vacancy on the Executive Board created by Mr. Root's election to the presidency. The appointment was made for one year only.

Finance Committee: Mr. Utley, Mr. Craver and Mr. Roden were appointed as members of the Finance Committee.

Committee on Transfer of Library War Service Activities: The following persons were appointed to serve as a Committee on the Transfer of Library War Service Activities: H. H. B. Meyer, J. I. Wyer, Claribel R. Barnett and the Secretary.

Editorial Committee:

Voted: That the present Publishing Board be appointed as an editorial committee and that the President of the Association be authorized to fill vacancies if any refuse to serve.

Other Committee Appointments:

Voted: That in general the present committees be continued but that the President have authority to make such changes as may seem desirable.

Committee on Nominations: There was discussion of the appointment of a Committee on Nominations for the next year and it was understood that this appointment should be made without much delay. No action.

Executive Board  
Swampscott, Mass.  
June 26, 1921

Next Meeting Place:

Voted: That the Secretary investigate Richmond, Hot Springs, New Orleans, and other places in the south and middle-west as possible meeting places for the A.L.A. Conference of 1922.

Secretary to Attend N. E. A.: The Secretary was authorized to attend meetings of the National Education Association at the expense of the A. L. A.

Meeting adjourned.

Respectfully submitted,

*Chas. H. Milam*  
CHAS. H. MILAM

Secretary



## AMERICAN LIBRARY ASSOCIATION

## EXECUTIVE BOARD MEETING

Hotel Sherman  
Chicago, Illinois  
December 28, 1921

A meeting of the Executive Board was held in Hotel Sherman, Chicago, Illinois, Wednesday, December 28, 1921, at 2:30 p.m.

Present: President Root, Mr. Ranck, Misses Barnett, Countryman, and Mann, Messrs. Meyer, Roden, Tweedell and Utley; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Minutes: The minutes of the meetings held June 22 and June 26, 1921, were approved.

Correspondence Votes: The Secretary read the following reports of correspondence votes: (The dates given are those of the Secretary's letters to the Executive Board requesting the vote.)

A.L.A. Representative to British Meeting: The Executive Board, by correspondence vote July 13, 1921, approved the appointment of W. W. Bishop of Ann Arbor, Michigan, as delegate from the American Library Association to the meeting of The Library Association in Manchester, commencing September 12, 1921.

Tariff Bill: The Executive Board, by correspondence vote August 19, 1921, approved the statement on the Fordney Tariff Bill, which is attached to these minutes as Exhibit "A".

American Library in Paris, Inc.: The Executive Board by correspondence vote August 23, 1921,

VOTED: That W. Dawson Johnston of St. Paul be recommended as librarian to the Board of Trustees of the American Library in Paris, for one or two years, at a salary of \$4,000 per year, plus traveling expenses from New York to Paris and return; and that \$1,000 of this annual salary be paid from A.L.A. War Funds for his term of service, but not for more than two years.

Merchant Marine: The Executive Board, by correspondence vote August 23, 1921,

VOTED: That the books and equipment which are

Executive Board  
Chicago, Illinois  
December 28, 1921

being held for Merchant Marine Library Service and our responsibility for the Merchant Marine Library Service be transferred by the Secretary of the A.L.A. to the American Merchant Marine Library Association through its President, Mrs. Henry Howard of Cleveland.

**VOTED:** That \$5,000 be appropriated from War Funds to the American Merchant Marine Library Association, to be used at the discretion of that Association for library service to American Merchant vessels; the money to be transferred by the Treasurer of the A.L.A. to the Treasurer of the American Merchant Marine Library Association.

Nominating Committee: The Executive Board, by correspondence vote August 23, 1921, approved the appointment of the following as a Nominating Committee:

Arthur E. Bostwick, chairman  
June R. Donnelly  
Linda A. Eastman  
M. J. Ferguson  
Caroline M. Underhill

June R. Donnelly and Caroline M. Underhill declined the appointment and on October 3, 1921, the Executive Board approved the following:

That the following persons be appointed on the Nominating Committee to take the place of June R. Donnelly and Caroline Underhill, who have declined appointment: Caroline M. Hewins and Theresa Hitchler.

That President Root be authorized to fill any further vacancies which may occur in the Nominating Committee without further reference to the Executive Board.

Caroline M. Hewins and Theresa Hitchler declined to serve and President Root appointed Edward F. Stevens and Edna M. Sanderson to fill the vacancies. Mr. Stevens and Miss Sanderson both accepted and therefore the Nominating Committee consists of the following:

Arthur E. Bostwick, chairman  
Linda A. Eastman  
M. J. Ferguson  
Edna M. Sanderson  
Edward F. Stevens

Executive Board  
Chicago, Illinois  
December 28, 1921

Membership Dues: The Executive Board by correspondence vote August 23, 1921.

VOTED: That after 1921 the annual dues of members receiving the Handbook and Proceedings shall be four dollars.

VOTED: That after 1921 The Booklist be not sent to institutional members unless they subscribe for it in the usual way.

Transfers in Budget: The Executive Board, by correspondence vote on October 8, 1921, approved the transfers in the General Funds budget as follows:

- \$ 23.35 from Salaries to Conference
- \$150.00 from Salaries to Supplies
- \$200.00 from Salaries to Miscellaneous

Trustees of the American Library in Paris, Inc.: The Executive Board, by correspondence vote on November 1, 1921, appointed the following as trustees of the American Library in Paris, Inc., for one year from November 8, 1921:

- Charles Louis Seeger
- Charles Cestre
- Laurence V. Benet
- Walter V. R. Berry
- W. C. Huntington

Life Members: Informal discussion indicated a desire to have the Secretary report in the A.L.A. Bulletin as news the fact that some of the old life members have voluntarily paid an additional \$25.00 to the Association in order that their contribution may be the same as that of life members who join now at the \$50.00 rate.

Transfer of Library War Service Activities: Mr. Meyer reported for this committee that the library service for hospitals is still in an unsettled condition; that the government is gradually assuming responsibility for the library work in the Public Health Service Hospitals; but that the Association, from its War Funds should continue to provide books and periodicals in cases where the government does not function or does not function promptly. On recommendation of Mr. Meyer

it was

VOTED: That A.L.A. Headquarters be authorized to employ at the expense of War Funds an assistant to have charge of the purchase of books and a clerical assistant

and it was

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VOTED: That \$10,000 be appropriated from the War Funds to cover the cost of books and periodicals used in the service for the men not in Public Health Service Hospitals.

Books for Coblenz:

VOTED: That the Secretary be instructed to extend to Franklin K. Hopper the thanks of the Board for his service in purchasing and forwarding the \$1,000 worth of books for the Coblenz library service.

War Service Files: The preservation of these files was discussed. No action was taken but it was understood that none of the files now held in Washington and Chicago are to be disposed of.

Children's Department in Paris Library: The following resolution transmitted to the Executive Board on June 24, 1921, by the Secretary of the Children's Section of the American Library Association, was discussed:

The Children's Section requests that the American Library Association provide, if possible, from its War Service Fund several thousand dollars to establish a Children's Room in the Paris Library. Communications from Dr. Carlton, Miss Annie Carroll Moore, Mr. Seeger and others were brought to the attention of the Executive Board.

Mr. Meyer and Mr. Utley were asked to draw up a resolution expressing the regret of the Executive Board that no funds are available which can be devoted to this work. (As Mr. Meyer and Mr. Utley were not called upon to report their resolution at a later meeting it will be submitted to the Executive Board for correspondence vote.)

A.L.A. Representative in Europe:

VOTED: That it is the sense of the Executive Board that in order to continue the practice and understanding of the previous administrations of the American Library in Paris, Inc., Dr. Johnston be instructed to act as the A.L.A. representative in Europe. (On the supposition that this is entirely agreeable to the Trustees of the American Library in Paris.)

Hospital Committee: A letter of December 20, 1921, from Miss Miriam E. Carey asking that a Committee on Hospital Libraries be appointed was referred to the Committee on Committees.

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Length of Committee Reports: The question of restricting the length of committee reports was referred to the Secretary.

Municipal Obligation to Donors: The letter of December 22, 1921, from Miss Anna A. MacDonald was brought to the attention of the Executive Board and the Secretary was instructed to ask that the committee present more specific recommendations.

National Council of Agencies Engaged in Rural Social Work: Letters of October 7, 1921, from Mr. R. G. Fuller and November 17, 1921, from Mr. E. C. Lindeman were brought to the attention of the Executive Board.

VOTED: That the A.L.A. contribute the sum of \$50.00 from the Books for Everybody Fund for the work of the National Council of Agencies engaged in Rural Social Work.

Certification: A letter of November 12, 1921, stating that the New York Library Club had approved the plan of certification set forth by the A.L.A. Committee on National Certification was read to the Board.

National Association of Book Publishers: The Secretary was authorized to represent the A.L.A. at the annual meeting of the National Association of Book Publishers in New York City on January 17, 1922.

Contributing and Sustaining Members:

VOTED: That the President and Secretary be authorized in the name of the Executive Board to extend invitations to individuals, organizations and institutions to join the American Library Association as contributing or sustaining members.

The Next Conference: Communications from various cities inviting the American Library Association to hold the next annual conference in those cities were read, and

it was

VOTED: That the next annual conference of the American Library Association be held at Detroit, Michigan, provided adequate hotel accommodations can be assured, and that the dates for the conference shall be fixed by the President and Secretary after a conference with the local committee.

The meeting adjourned.

Executive Board  
Chicago, Illinois  
December 31, 1921  
10:00 a.m.

Present: President Root, Mr. Ranck, Misses Barnett, Countryman, and Mann, Messrs. Meyer, Roden, Tweedell and Utley; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Financial Reports: The Treasurer, Mr. Tweedell, presented reports on all funds for the year ending December 31, 1921. (Exhibit "B".)

**VOTED:** That the Treasurer's reports for 1921 be accepted and approved subject to the approval of the Finance Committee and the auditors.

On the recommendation of the Treasurer,

it was

**VOTED:** That the Chicago Trust Company be designated as Assistant Treasurer of the War Funds.

Budget: The budget covering all funds for 1922 was presented by the Secretary and the Chairman of the Finance Committee. (Exhibit "C".)

On the recommendation of Mr. Utley for the Finance Committee,

it was

**VOTED:** That the budget be approved as submitted.

**VOTED:** That the President and Secretary be authorized to apportion the committee funds to the various committees.

**VOTED:** That \$100.00 be apportioned out of the contingent fund of the General Fund for the use of the Children's Section in making an exhibit at the Detroit conference.

Addressograph:

**VOTED:** That a new addressograph outfit be purchased as outlined by the Secretary and the letter of December 15, 1921, from the Addressograph Company, and that the expense be distributed as follows:

75% from the Publishing Fund  
25% from the General Funds

and that the budgets be modified according to this vote. (Estimated cost \$1,050.00.)

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Publishing Business: The Secretary presented the following recommendations of the Editorial Committee:

That the Committee on the A.L.A. Manual of Library Economy be continued until the manuscripts for all chapters are in hand;

That when a list of library schools is included in any A.L.A. publication the Association of American Library Schools' list be used with the statement that it is the list of members of the Association of American Library Schools;

That the A.L.A. Catalog be made to cover the years 1912-1921;

That the Executive Board agree to publish the revised edition of Cannon's Bibliography of Library Economy, if advance subscriptions can be obtained in sufficient number to make possible the publication of the work without serious loss;

That the chairman of the Editorial Committee be authorized to negotiate in a preliminary way for someone to write a book of biographical sketches of American librarians. (The Editorial Committee had Mrs. Elmendorf in mind but this is not a part of the vote.)

That Miss Helen E. Haines be invited to prepare a book on "Book selection" with a view to publication by the A.L.A.;

That the Executive Board approve in general the plans made by the Secretary and Miss Harriet C. Long for a County library handbook to be written by Miss Long for A.L.A. publication;

That the graded list of books for schools compiled by a committee of the Library Department of the N.E.A. be published by the A.L.A.;

That the new edition of "Guide to reference books" by Miss I. G. Mudge be published and that Miss Mudge be asked to finish the manuscript by April 1st;

That the Executive Board authorize the preparation of a list of books for high schools by the Editorial Staff of The Booklist;

That the proposed pamphlet by Miss E. Kathleen Jones on "Hospital Libraries" be published.

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That Miss Sarah C. N. Bogle and Miss Effie I. Power be asked to prepare a monograph on Children's library work;

That the Executive Board enter into preliminary negotiations with Miss Anne T. Eaton looking to the preparation of a pamphlet on "School libraries";

That the publication of "Books and thrift" by the Headquarters office be approved;

That the chairman of the Editorial Committee and the Secretary be authorized to change the title of the pamphlet now in press - "Viewpoints in essays" - to some more descriptive title, if one can be found;

That the Bookbinding Committee be authorized to arrange with the Hertzberg Bindery of Des Moines for the reprinting of the pamphlet "The care of books" with such revisions as the Bookbinding Committee may think appropriate;

That the list of books for children proposed by Miss Clara Whitehall Hunt be approved for publication;

That the new list of "Popular books on science" submitted by Dr. George F. Bowerman be used as a basis for a reading list to be printed and sold in bulk for distribution;

That the Secretary be authorized to arrange for the publication of an adult Christmas list to be distributed next autumn;

That increased attention be given to the publication and distribution of brief reading lists and reading courses and that the Secretary be authorized to publish such lists without specific approval in each case by the Editorial Committee or the Executive Board.

The Executive Board voted to approve each of the recommendations of the Editorial Committee listed above.

Publications Assistant: On the recommendation of the Secretary and the Editor of The Booklist the Board authorized the employment of a publications assistant at approximately \$200.00 a month for such time as may be necessary to push to completion the editorial work on the A.L.A. Catalog Supplement, to compile the list of books for high school libraries, to do the final editorial work on a graded list of books for schools, etc., under the supervision of the Editor of The Booklist - the assistant to be paid from the funds set aside in the budget for publications.



Committees' Responsibility: The authority of committees to represent the Association when not specifically instructed was discussed as the result of questions asked by some committee chairmen and

it was

VOTED: That the Secretary be instructed to inform the chairmen of committees who are in doubt as to what action they ought to take when confronted by a change of situation, that they should refer matters in question back to the President to be laid before the Executive Board for advice before taking action.

Dates for Committee Reports:

VOTED: That the Secretary be instructed to inform all committees that their annual reports should be submitted on or before May 1, 1922, so that copies can be mailed to members of the Council one month before the session of the Council at the annual meeting.

Committee on Salaries:

VOTED: That the President be authorized to appoint a committee to continue the investigation of the salary question, the committee to report to the Executive Board.

Certification Committee: The Secretary stated that the Chairman of the Committee was unwilling to continue to serve as chairman and the President was authorized to fill the vacancy.

The meeting adjourned.

Respectfully submitted

*Carl H. Milam*  
Secretary

Statement as to Tariff on Books  
in the Fordney Bill.

1. The tariff bill as passed by the House of Representatives continues the duty on books in the present law (increased to 20% from 15%) on recent books in the English language. It also removes from the free list, books in languages other than English, and books printed more than twenty years in English. The effect is to impose a duty of 20% on all books (with minor exceptions) of foreign origin, regardless of the language in which they are printed.

This is a serious blow to American scholarship. Foreign books are imported chiefly for the use of university and college professors and instructors, a salaried class whose purchasing power is admittedly much lower than in earlier years, and who will be hampered and stopped in much of their work, if the bill becomes a law. The duty will be a serious tax upon knowledge. But a very small amount of revenue will accrue to the Treasury from this duty, a sum altogether out of proportion to the inconvenience and positive loss which the duty will cause. There seems no good reason for eliminating books from the free list in Par. 1529 of the House Bill. We, therefore, respectfully urge that the provisions of the Act of 1913 (Par. 425) i. e. "Books, maps, music, engravings, photographs, etchings, lithographic prints, bound or unbound, and charts, which shall have been printed more than twenty years at the date of importation" be restored to the bill (Par. 1529).

2. As a further argument in favor of restoring books in foreign languages to the free list, we beg to call attention to the undoubted fact that the present duty of 15% on recent English books has operated (with increased costs of transportation) to raise the price of such books to the American buyer to a figure greatly in

excess of the price in England, in some cases to more than double that price. Unquestionably the same cause will tend to operate in a like way in the case of books in foreign languages.

3. Libraries are now permitted to import two copies of a book (otherwise dutiable) in any one invoice - the Fordney bill restricts this privilege of free importation to two copies as a maximum, thus requiring large libraries to pay duty on all copies imported in excess of two. This seems an unnecessary hardship. There is no indication that the privilege has been abused. It has saved taxpayers of our cities much money.

4. Affidavits will be required of every library for every book imported, if foreign (i.e. non-English) books are taken from the free-list. This means an enormous amount of clerical work added to the already heavy burden of library administration. We have been freed from this burden for eight years, and shrink from the thought of going back to it. While seemingly a minor detail, it is in reality a very serious addition to the routine work of libraries.

The Executive Board of the American Library Association therefore respectfully but emphatically protests against reimposing a tax on knowledge in the shape of a duty on foreign language books. It earnestly urges the retention of the provisions of the present law (Par. 425) and confidently expects that the statement of the case is a sufficient argument. If, however, the Senate Committee in Finance desires to hear arguments in favor of this contention, the Association will be glad to appear by special representatives.

A.L.A. FINANCIAL REPORTS

Treasurer's Report for January 1 to December 28, 1921

GENERAL FUNDS

Receipts

Balance, January 1 .....	\$	7,389.45	
Membership - Annual dues .....		13,575.30	
Life memberships .....		575.00	
War Funds (for year 1921) .....		8,300.00	
Income - Carnegie Endowment Fund .....		4,000.00	
Income - Trustees' Endowment Fund .....		936.67	
A.L.A. Publishing Funds .....		4,600.00	
Interest January-November inclusive .....		<u>182.31</u>	
	\$		39,558.73

Expenditures

Bulletin .....	\$	5,863.95	
Conference .....		1,225.33	
Committee .....		978.48	
Salaries .....	16,121.22		
Additional Service .....	1,251.47		
Supplies .....	907.05		
Postage, telephone and telegraph ...	688.89		
Miscellaneous .....	545.39		
President's contingent fund .....	80.57		
Travel .....	657.18		
Publishing (Board) Funds .....	4,000.00		
Trustees' Endowment Fund .....	<u>575.00</u>		32,894.53
Balance, December 28th .....	6,414.20		
Permanent balance National Bank of the Republic .....	<u>250.00</u>		6,664.20
			\$39,558.73

PUBLISHING FUNDS

Receipts

Balance, January 1 .....	\$ 1,956.24
A.L.A. Income - Carnegie Endowment Fund .....	4,000.00
Sale of Publications .....	21,921.27
Sale of Books (Review copies) .....	1,350.00
Interest January-November, inclusive .....	<u>9.27</u>
	\$29,236.78

Expenditures

Salaries .....	\$ 7,386.77	
Printing Booklist .....	4,244.68	
Advertising .....	633.35	
Express and Postage .....	1,199.91	
Supplies .....	1,216.69	
Incidentals .....	635.09	
Travel .....	406.23	
Publications .....	8,240.27	
Auditing .....	75.00	
Royalty .....	149.46	
General Funds Headquarters Expense 1920.	1,800.00	
" " " " 1921.	<u>2,800.00</u>	28,787.45
Balance, December 28th .....		<u>449.33</u>
		\$29,236.78

JAMES L. WHITNEY FUND

Principal and interest, Jan. 1, 1921.....		\$562.46
Interest, January 1, 1921.....	\$ 8.34	
Sixteenth installment, Jan. 21, 1921....	32.44	
April 15 Liberty Bond Coupons.....	12.74	
Interest, July 1, 1921.....	1.06	
Seventeenth installment, July 21, 1921..	34.41	
October 15, Liberty Bond Coupons.....	<u>12.76</u>	
		<u>101.75</u>
Total.....		\$664.21

Fund accounted for as follows:

U. S. 4th Liberty Loan 4½ Bonds par value \$600...	530.68	
Cash in Savings Account Union Trust Company.....	<u>133.53</u>	
		\$664.21

WAR FUNDS

Receipts

Balance, January 1 .....		\$ 72,815.62
United War Work Campaign .....		107,933.75
Refund for Enlarged Program .....		21,111.51
Books for Everybody Fund for Hospital Work .....		312.50
Books for Everybody Fund Books for the Blind .....		578.33
American Security and Trust Co. Washington, D.C. balance account .....		433.71
Interest - Liberty Bond Coupons .....		1,251.85
U.S. Government Certificate of Indebtedness .....		25,011.21
Interest " " " " " " .....		676.29
Interest on bank balance, January-November, inclusive ..		1,309.99
Miscellaneous (including sale of equipment) .....		10,089.64
		<u>\$ 241,524.40</u>

Expenditures

Headquarters .....	\$ 8,300.00	
Books for the Blind .....	1,152.71	
Hospitals .....	50,975.69	
Paris .....	17,868.84	
Coblenz .....	4,180.89	
Philippine Islands .....	878.63	
Siberia .....	933.64	
Merchant Marine .....	7,336.69	
Navy .....	11,250.00	
Miscellaneous .....	<u>10,538.26</u>	113,415.35
U.S. Government Certificate of Indebtedness	25,011.21	
Transferred to Books for Everybody Fund Books for the Blind ...	1,026.00	
American Library in Paris for Endowment .	<u>25,000.00</u>	<u>51,037.21</u>
		\$164,452.56
Cash on hand, December 28th .....	44,786.09	
Liberty Bonds and War Savings Stamps (par value) .....	31,585.75	
Librarians and Agents .....	<u>700.00</u>	<u>77,071.84</u>
		\$241,524.40

BOOKS FOR EVERYBODY FUND

Receipts

Total contributions received to December 31, 1920, inclusive	\$51,229.99	
New cash contributions and payments on pledges.....	11,666.22	
Transfer from Campaign Fund.....	1,626.97	
Transfer from War Funds for Books for Blind.....	1,026.00	
Interest January-November inclusive.....	\$539.12	
Less exchange.....	14.59	524.53
		<u>\$66,073.71</u>

Expenditures

Refunds to War Funds final payment on loan.....	\$15,074.31		
Immigrant Publication Society.....	2,000.00		
Transferred to Campaign Fund (deposited in books for Everybody Fund in error).....	1,197.43		
Trustees of the Endowment Fund			
Cash.....	\$19,447.21		
Liberty Bonds.....	1,000.00	20,447.21	
Refunds on Pledges.....		<u>1,404.31</u>	40,123.26
Salaries.....		2,561.16	
Books for the Blind.....		2,514.85	
Recruiting Committee.....		100.00	
Library Extension.....		101.80	
Printing and Publishing.....		318.20	
Book Publicity.....		113.15	
Supplies, postage, travel and miscellaneous.....		661.77	
Transfers for Merchant Marine.....	\$2,428.00		
Coast Guard.....	5.02		
Hospitals.....	312.50	<u>2,745.52</u>	<u>9,116.45</u>
Balance on hand, December 28th.....			49,239.71
			<u>16,834.00</u>
			<u>\$66,073.71</u>

Note:

The expenditures may be divided among the different departments or kinds of work as follows:

Library extension.....	\$1,366.34
Booklists, Reading Courses, Book Publicity....	1,594.99
General library publicity.....	503.02
Books and work for the Blind.....	2,514.85
Recruiting.....	391.73
Merchant Marine.....	2,428.00
Hospitals.....	312.50
Coast Guard.....	5.02
	<u>\$9,116.45</u>

Respectfully submitted,

(signed) Edward D. Tweedell,  
Treasurer

December 29, 1921



Exhibit "C"

A.L.A. BUDGET, 1922

ESTIMATED INCOME FROM ALL FUNDS  
not including transfers from  
one fund to another.

Balance on hand January 1, 1922.		
General Fund.....	\$ 6,664.20	
Publishing Funds.....	449.33	
War Funds.....	77,071.84	
Books for Everybody Fund.....	<u>16,834.00</u>	\$101,019.37
Membership Dues-		
Annual dues.....	19,500.00	
Life memberships.....	<u>550.00</u>	20,050.00
Income from Endowment-		
General Fund.....	400.00	
Carnegie Fund.....	4,500.00	
Books for Everybody Fund.....	<u>1,000.00</u>	5,900.00
Accounts receivable, Publishing Funds		2,830.17
Publishing Fund Sales-		
Publications.....	20,000.00	
Books (review copies).....	<u>1,800.00</u>	21,800.00
United War Work Fund		
Books for Everybody Fund contribution		8,000.00
Interest on Bank Balances-		
General Fund.....	100.00	
Publishing Funds.....	15.00	
War Funds.....	1,000.00	
Books for Everybody Fund.....	<u>250.00</u>	1,365.00
		<u>\$160,964.54</u>

## GENERAL FUNDS

## Estimated Income

Balance, January 1, 1922.....		\$	6,664.20	
Membership Dues-				
Annual dues.....	\$13,500.00			
Additional.....	6,000.00			
Life memberships.....	<u>550.00</u>			
Conference registration.....			20,050.00	(1)
Publishing Funds.....			1,200.00	
Income Endowment Fund.....			5,000.00	(2)
Income Carnegie Endowment Fund.....			1,400.00	
War Funds.....			4,500.00	
Interest.....			<u>1,000.00</u>	
			\$39,914.20	

(1) The assumption is that we can get enough new members to balance off the losses of old members. (There was a net gain this year of 800); and that 3,000 members out of approximately 5,250 will accept the \$4.00 basis. But we should protect ourselves on this estimate by keeping a large contingent fund in the budget. No estimate is made of the possible income from contributing and sustaining members, although undoubtedly some such members can be secured.

(2) The amount paid from the Publishing Funds to the General Funds for editorial, selling, mailing and bookkeeping expenses on publications has averaged about 20% of the amount received from the sale of publications - up to 1921. The 635 free Booklist subscriptions furnished to institutional members make an additional payment of more than 6% of the sales of publications.

It is now proposed that the payment be 25% of the amount received from the sale of publications, thus providing a varying amount for a service which varies with the number of publications issued and sold.

Estimated Expenditures

Bulletin.....	\$ 6,050.00
Conference.....	1,200.00
Committees.....	1,200.00
Salaries.....	16,490.00
Additional service.....	1,200.00
Supplies.....	1,000.00
Postage, Telegraph, Telephone .....	650.00
Miscellaneous.....	650.00 (1)
President's Contingent Fund.....	100.00
Travel.....	600.00
Publishing Funds.....	4,500.00
Endowment.....	550.00
Office equipment.....	262.50
Contingent Fund.....	<u>5,461.70</u>
	\$39,914.20 (2)

(1) Includes ~~\$100.00~~ for expense of exhibit which is being prepared by Children's Section.

(2) The outstanding bills included in the above estimates are as follows:- Bulletin \$1,050.00

*address you*

Exhibit "C"

General Fund - Salaries

Mr. Milam	\$5,000.00
Miss Bogle	3,300.00
Miss Ford	2,400.00
Miss Brigham	1,800.00
Miss Johnson	1,500.00
Stenographer	1,200.00
Typist and bill clerk	1,290.00 <sup>(1)</sup>
	<hr/>
	\$16,490.00

(1) This is an increase of \$10.00 per month after April 1st for Miss Craig, who began last April and has become a valuable assistant.

Exhibit "C"

PUBLISHING FUNDS

Estimated Income

Balance, January 1, 1922.....	\$ 449.33
Accounts receivable.....	2,830.17
Income Carnegie Endowment Fund.....	4,500.00
Sale of Publications.....	20,000.00
Sale of books(review copies).....	1,800.00
Interest.....	15.00
	<hr/>
	\$29,594.50

Estimated Expenditures

Salaries.....	\$ 7,800.00
Printing Booklist.....	4,000.00
Advertising.....	650.00
General Fund.....	5,000.00 (1)
Express and postage.....	1,200.00
Supplies.....	1,200.00
Sundries.....	600.00
Travel.....	500.00
Auditing.....	75.00
Publications.....	7,782.00
Office equipment.....	787.50 <sup>x</sup>
	<hr/>
	\$29,594.50

(1) See note 2 under General Funds Estimated Receipts

*x for addressograph*

Publishing Funds - Salaries

Miss Massee	\$3,000.00
Miss Terwilliger	1,500.00 <sup>(1)</sup>
Miss Bowen	1,300.00
Miss Arntzen	2,000.00
	<hr/>
	\$7,800.00

(1) This is an increase of \$300. In order to retain Miss Terwilliger this year we have paid her \$125 a month since July, the extra \$25.00 being taken from the money appropriated for editorial work on the A.L.A. Catalog Supplement, on Miss Massee's recommendation.

Exhibit "C"

WAR FUNDS

Estimated Income

Balance, January 1, 1922.....	\$77,071.84	(1)
Interest Liberty Bond coupons.....	1,200.00	
Interest on bank balance.....	<u>1,000.00</u>	
	\$79,271.84	

Estimated Expenditures

Headquarters expense.....	\$ 1,000.00
Hospitals.....	24,000.00
✓ American Library in Paris (endowment).....	1,000.00
Miscellaneous.....	1,000.00
Preserving War Service material.....	250.00
Unappropriated.....	<u>52,021.84</u>
	\$79,271.84

(1) Some few thousands are yet to be received but it is not possible to estimate the amount.

Exhibit "C"

BOOKS FOR EVERYBODY FUND

Estimated Income

Balance, January 1, 1982.....	\$16,834.00	
New cash contributions and payments on pledges.....	8,000.00	(1)
Interest.....	<u>250.00</u>	
	\$25,084.00	

Estimated Expenditures

Library extension.....	\$ 1,000.00	(2)
Booklists, reading courses, book publicity.....	5,000.00	(2)
General library publicity.....	1,000.00	(2)
Books and work for Blind.....	1,000.00	(2)
Survey.....	500.00	
Certification.....	500.00	
Recruiting.....	<u>300.00</u>	
	\$ 9,300.00	(3)
Endowment.....	3,506.75	(4)
Unappropriated.....	<u>12,277.25</u>	
	\$25,084.00	

- (1) Balance due on pledges about \$17,500.00
- (2) The amounts in the special funds as of January 1st are estimated as follows:

Library extension.....	\$ 159.00
Booklists, etc.....	4,248.00
Books for blind.....	<u>800.00</u>

- (3) It is proposed that the \$9,300.00, if appropriated for the above purposes, be used as follows (in cooperation with appropriate committees):

Salaries (editorial assistant and stenographer)...	\$3,000.00
Publication of books for blind and of list of books for blind.....	1,000.00
Appropriation to Committees	
Survey (Committee of 5).....	\$500.00
National Certification.....	500.00
Recruiting.....	<u>100.00</u>
Printing and publications.....	2,600.00
Supplies, postage, travel, miscellaneous.....	1,600.00
	<u>\$9,300.00</u>

- (4) This is one-half of the total receipts since March 1st when first endowment was set aside.