

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

Hotel Statler, Detroit, Mich.
June 26, 1922, 10:30 a.m.

A meeting of the Executive Board was held in the Hotel Statler, Detroit, Michigan, Monday, June 26, 1922, at 10:30 a.m.

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

Minutes: The minutes of the meetings held December 28 and 31, 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).

Committee on Resources of American Libraries and Committee on Union List of Periodicals: The Executive Board, by correspondence vote, January 30, 1922, approved the appointment of these two committees and authorized the President to name the membership of the two committees.

Whitney Warren at A.L.A. Conference: The Executive Board, by correspondence vote, May 9, 1922,

VOTED: That the President be authorized to invite Mr. Whitney Warren to appear before the American Library Association at one of the General Sessions in Detroit to talk briefly about the proposed library for Louvain.

Dr. E. C. Richardson to Represent A.L.A. in Europe: The Executive Board, by correspondence vote May 9, 1922,

VOTED: That the President be authorized to appoint Dr. E. C. Richardson of Princeton as the representative of the American Library Association at the Conference on the International Catalogue of Scientific Literature to be held at Brussels in July.

Election:

VOTED: That the election of officers be held on Wednesday, June 28, 1922, from one to six p.m.

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Tellers' of Election: The following persons were named to serve as tellers:

- | | |
|-------------------|--------------|
| Franklin H. Price | Leta Adams |
| John B. Kaiser | Mary Cochran |
| Katherine Davis | |

Legality of Election: The question of the legality of the election having been raised in a communication from Dr. Frank P. Hill, dated June 12, 1922, the Secretary read in part a letter of June 23rd from Chapman, Cutler and Parker, attorneys of Chicago. The part of the letter read is as follows:

"We do not find in the By-Laws or in the Constitution any requirement that three names for each office appear on the ballot. It is true that there is no machinery set up either in the By-Laws or in the Constitution for the withdrawals by persons nominated of their names. However, the fact that such machinery was not expressly set up does not, we believe, prevent persons when nominated from withdrawing, if they so desire. Accordingly, the nominating committee, having nominated three persons for each office, and certain of those persons having withdrawn, and the names of those persons who did not withdraw having been included on the ballot, we are of the opinion that the election held on such ballot will be legal."

VOTED: That the correspondence with Dr. Hill and with Chapman, Cutler and Parker be referred to the Committee on Constitution and By-Laws.

Resolutions Committee: The following were appointed as a Committee on Resolutions for the Conference:

- Linda A. Eastman
- Purd B. Wright
- Andrew Keogh
- Elizabeth H. West
- Adah Whitcomb
- Margaret Reynolds

Constitution and By-Laws:

VOTED: That the Committee on Constitution and By-Laws be asked to consider the present system of nominations and elections and the need of having assurances in advance that candidates will serve if elected.

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The question of membership dues was raised and was also referred to the Committee on Constitution and By-Laws.

VOTED: That the Executive Board recommend to the Association that the details of revision of the Constitution and By-Laws be referred to the Council to consider and report back to the Association, the object being to save time in deliberation.

Finance Committee: Mr. Utley, chairman, presented the report of the Finance Committee (Exhibit A) and the report was approved.

The Whitney Fund:

VOTED: That it is the sense of the Executive Board that the Whitney Fund is an endowment fund and should be turned over by the Treasurer to the Trustees of the Endowment Fund with instructions that the interest on this fund be allowed to accumulate until the Executive Board calls for it.

Oberly Memorial Fund: Miss Barnett read a communication of June 24 (Exhibit B) concerning the proposed creation of an Oberly Memorial Fund to be administered by the American Library Association.

VOTED: That this communication be referred to the Finance Committee for recommendation.

Permanent Memberships: The advisability of establishing a new type of membership to be known as a permanent membership at \$100 or more was discussed and the matter was referred to the Committee on Constitution and By-Laws.

Miss Bogle's Salary: The Secretary reported that in order to hold Miss Bogle he had raised her salary to \$300 per month, effective May 1, 1922, and had expressed the hope and expectation that it would be possible to increase the salary to \$4,000 within a year or two, explaining that this action had been taken with the approval of the Chicago members of the Executive Board, Messrs. Roden, Tweedell and Utley, and that of the President given by telephone.

VOTED: That the action of the Secretary in increasing Miss Bogle's salary be confirmed.

Other Salaries: There was discussion of the salaries of other members of the Headquarters staff, especially the salaries of Miss

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Ford and Miss Brigham, and the Secretary, in response to a request, suggested increases.

VOTED: That the matter be referred to Messrs. Utley, Tweedell and Milam.

Ways and Means Committee: After some discussion of the need for such a committee the matter was referred to Mr. Utley as chairman of the Finance Committee, Mr. Tweedell as Treasurer, and Mr. Milam, Secretary, for recommendation.

Transfer of Library War Service Activities: Mr. Meyer, chairman, reported for this Committee.

VOTED: That the books which are about to be returned to the A.L.A. by the U.S. Army be distributed to the library commissions or other similar agencies in the various states, the details of distribution to be left in the hands of the Committee on the Transfer of Library War Service Activities.

Mr. Meyer reported on the transfer of Coblenz books (in part to the American Library in Paris), on the situation at the American Library in Paris and on the library work in the Navy, the Army, and the hospitals for ex-service men.

United War Work Suit: Mr. J. I. Wyer was called in to report upon the friendly suit brought by the attorneys for the United War Work Campaign, Inc., against the several welfare organizations, demanding release and discharge from responsibility. Mr. Wyer said, "For the appearance and answer which it becomes necessary for the American Library Association to make, I have retained Mr. George W. Martin of Emmet, Marvin and Roosevelt, 52 Wall Street, and have advised him fully as to what is needed."

VOTED: That the Executive Board approve the action taken by Mr. Wyer.

Resolution on Children's Department in the American Library in Paris: The following minute was submitted by Messrs. Meyer and Utley in accordance with the vote of the Executive Board at its meeting on December 28, 1921.

The Executive Board has been informed of the request of the Children's Librarians Section that the American Library Association provide, if possible, from its War Service Fund a sum of money sufficient to establish a Children's Room in the American

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Library in Paris. It gave sympathetic consideration to this request, but felt compelled to refrain from taking action thereon. When the appropriation of \$25,000 was made from the War Service Funds to the endowment of the Paris Library the board definitely and distinctly agreed that this sum was all that could with propriety be appropriated to that institution from the War Service Funds and that, therefore, that grant would necessarily be the final one to the Paris Library. Surely nothing could be a finer library act or a worthier contribution than the establishment of a children's library in Paris, but the Board does not feel that this is a War Service undertaking and that it can therefore be legitimately financed with War Service Funds.

A.L.A. Representative at Dinner given to Mrs. Spencer:

VOTED: That Dr. C. W. Andrews represent the American Library Association at the complimentary dinner to be given on June 29 by the National Association of State Libraries to Mrs. Mary C. Spencer.

The Board adjourned and convened again about 5:00 p.m. following the council meeting.

Municipal Obligations to Donors: The recommendations of the Committee on this subject printed in the Annual Reports, 1921-1922, page 35, were brought to the attention of the Executive Board, and it was

VOTED: That the Board adopt the recommendations and that the Secretary be instructed to carry out the suggestions of the Committee, with the understanding, however, that no black list shall be published without further instruction from the Board.

Salaries Committee: The report of this Committee was brought to the attention of the Executive Board, but no action was taken in view of the fact that the report had been discussed and acted upon at the Council meeting.

Appeal from Petrograd: The Secretary read a letter soliciting aid for destitute library workers of Russia.

VOTED: That the Secretary be instructed to communicate with the Hoover Organization to ascertain whether that organization would handle funds which might be collected from the members of the American Library Association to be applied particularly to the librarians of Russia. It was understood that the Secretary was to publish the appeal in the Library

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periodicals if the Hoover Organization is willing to administer such a fund for Russian librarians.

The Special Report on Public Libraries, Published in 1876 by the Bureau of Education, and the desirability of having a new volume of a similar character to commemorate the Fiftieth Anniversary of the American Library Association was brought to the attention of the Board by the reading of a letter of June 17th from Miss Emma V. Baldwin to Mr. John Cotton Dana, transmitted to the Secretary by Mr. Dana with a note of approval.

VOTED: That the Secretary be instructed to confer with Dr. Bostwick, chairman of the Committee of Five on Library Service, with regard to the possibility of publishing a volume in 1926 as a memorial of fifty years of library service.

American Library in Paris:

VOTED: That the Secretary be instructed to request Dr. E. C. Richardson to investigate the Paris Library and to communicate to Dr. Richardson the information contained in the letters of May 22 and May 30, 1922, (Exhibit C) from Burton E. Stevenson to Dr. Putnam.

The meeting adjourned.

Respectfully submitted,
Carl H. Milam
Secretary.

(Exhibit A)

C O P Y

To the Executive Board
of the American Library Association.

Following the practice of recent years the Finance Committee employed a firm of certified public accountants to audit the various accounts for the past year, Marwick, Mitchell & Company, again being engaged for this work. They have audited and reported on the following funds for the period of the calendar and fiscal year of 1921:

American Library Association-General Funds.

James L. Whitney Fund.

American Library Association Publishing Fund.

American Library Association War Funds.

American Library Association-Books for
Everybody Funds.

The Finance Committee has examined these audits, finds them carefully made and believes them to be correct. It has, therefore, approved them, and, following the practice in the case of other recent audits, begs to recommend that they be adopted by the Executive Board.

Yours very truly,

(Signed) Geo. B. Utley

Chairman, Finance Committee.

June 26, 1922

C O P Y

June 24, 1922

Mr. C. H. Milan, Secretary,
American Library Association,
Detroit, Michigan.

Dear Sir:

For the information of the Executive Board of the American Library Association and the committee whom they will appoint to administer the Oberly Memorial Fund, the original committee of Miss Oberly's friends present the following history of the Memorial and statement of its purpose:

Eunice Rockwood Oberly was Librarian of the Bureau of Plant Industry of the U.S. Department of Agriculture from 1908 to the time of her death in 1921. Her achievements during these years were notable. Among the outstanding ones was the compiling of a subject catalog of Phytopathological literature and a list of the literature of plant diseases published in Phytopathology from June 1914 to December 1920. There are many other achievements which could be mentioned but the greatest of all, in the professional line, was the relation she succeeded in establishing between the scientists of the Bureau and the Library. It would be difficult to find anywhere a library which lies closer to heart of the whole work of an institution than the one which she built up, the service of which is considered indispensable to the Bureau of Plant Industry. The reason she was able to bring about this relationship was because she had an enduring vision of the possibilities of service to science which were open to librarians.

When she died after only a few days illness, on November 5, 1921, the shock to her friends and co-workers, scientists and librarians, was very great. The first reaction was a desire to do something and contributions of money for flowers poured in. From the char force to world renowned scientists it came, without solicitation, until the amount was so great that it did not seem right to spend so much in so perishable a memorial and thus within a few hours after her death the thought of a living memorial was born. The sum of money being turned over to the American Library Association for administration, is the result. It is

(Exhibit B)

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literally the spontaneous expression of the feeling among those who knew her that the dynamic forces she set in motion by her living must be permanently applied in the realization of her ideal.

A short time before she died she wrote:

"The greater our facilities for ascertaining what has been learned and thought or tried and rejected the more steady will be the advancement of science... Every institution which is investigating scientific problems should be provided not only with the equipment and personnel for original experimentation and research, but also with the adequate bibliographical equipment and personnel... Few even of the librarians themselves have, as yet, fully realized the large possibilities of the contribution which with wider opportunities agricultural librarians might make to the advancement of agricultural research."

In view of her own bibliographical contributions and her appreciation of the possibilities inherent in this form of service the Committee has decided to let the memorial to her take the form of a cash prize to the amount of the annual or biennial interest on the money given by her friends, to be awarded to the compiler of the best bibliography of the year in the field of agriculture or the natural science.

The undersigned committee desires to have the American Library Association perfectly free in the administration of this fund, but would like, however, to suggest that a quorum of the permanent committee be chosen from Washington, that at least one scientist from the Bureau of Plant Industry of the U.S. Department of Agriculture be included, that the Librarian of the Department be an ex-officio member and, in the beginning at least, chairman of the committee; also that the prize be not awarded twice to the same person.

(Signed)

Mary K. Bryan

Mary K. Bryan, Chairman
Marjorie F. Warner
Claribel R. Barnett
Florence Hedges
Thomas H. Kearney
Mary G. Lacy
Cornelia Lyne
Homer L. Shantz
Erwin F. Smith

(C O P Y)

BURTON E. STEVENSON

CHILLICOTHE

OHIO

Paris, May 22, 1922.

Dear Mr. Putnam:

I was talking the other day to Marcel Knecht, formerly Director of the French Information Service in the United States and now Secretary General of the direction of Le Matin. He has always been interested in our work over here, especially in the establishment of the American Library in Paris, and he asked me incidentally how the French Government had recognized this work. I told him that it had never recognized it at all. He was very much surprised, and said that it was an oversight which must be remedied. I told him that I did not think it an oversight -- that the work had probably not seemed of sufficient importance to warrant official recognition and I mentioned the fact that once upon a time, at the request of G.H.Q., you had been good enough to recommend me for a decoration, but that nothing had ever come of it, and I had taken it for granted that it had been decided that nothing of the sort was merited and put it out of my thoughts. He insisted, however, that some investigation should be made, and said that he was going to request M. Jusserand to ask you about the matter. I am therefore writing you this letter -- in considerable confusion-- so that you may be forewarned, and also to assure you, should you need such assurance, that you must feel entirely free to say frankly whatever you think it best to say. My own feeling is that a medal of gratitude to the A.L.A. would be the most appropriate thing-- if anything at all is to be done. The Jewish Welfare Board got one the other day, though for what I cannot imagine!

I have been in north Africa for something over two months, getting the background for a book, and am in Paris only for a few days. I saw Dr. Johnston at the library today, and talked its prospects over with him. It seems just now to be in the doldrums, but I shall write you more at length about that when I get home. I am sailing the last of this week.

Paris is hotter, dirtier, noisier and more expensive than ever, and I shall be glad to get away.

With very kindest regards, believe me

Sincerely yours,

(Signed) BURTON E. STEVENSON

Mr. Herbert Putnam

(COPY)

Tuesday, May 30.

Dear Mr. Putnam:

About the Paris library.

It does not seem to me to be going at all well, but rather to be slowly dwindling away. Johnston told me that they had fewer books than they had when I left, and that those they have are rapidly wearing out, with no prospect of replacement. There seems to be no money to spend for books, and in the estimated expenses for the current year of fcs. 250,000, not a franc is set aside for that purpose. It seems to me, (and I said as much to Johnston) that this is all wrong and that some way should be found of economizing on the service, even if it has to be curtailed a little. The deficit for the year will be fcs. 100,000, which will probably have to be taken from the reserve.

I had a talk with Mr. Berry afterwards and from what he and Johnston both said, I am inclined to think that Mr. Seeger is the main obstacle in the way of the library's development. He seems to regard it as his personal property, is very jealous of any initiative from anyone else and the day I was there, Lawrence Benet had resigned from the board of trustees because of Seeger's interference with a committee of which he (Benet) was chairman.

I am inclined to think that the best ultimate solution will be in-corporation with the University Union, when the Union gets its new building. I tried to see Dr. Vandyke to talk this over, but missed him. Johnston has no objection to this, if the library's entity can be maintained, and agrees that it would probably be more useful on the other side of the river than where it is. He wanted me to see Bishop at Detroit to talk all this over. I don't know whether I shall get there -- I am getting home so late -- but if not, I shall write him.

Sincerely yours,

/s/ BURTON E. STEVENSON

Mr. Herbert Putnam.

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

Hotel Statler, Detroit, Mich.
June 30, 1922. 3:00 p.m.

A special meeting of the Executive Board was called by the President to discuss proposed changes in the By-Laws which had been referred to the Executive Board by the American Library Association in General Session.

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

Amendments proposed at the Fourth General Session, Friday, morning, June 30th, by Dr. Steiner and Dr. Hill, were brought to the attention of the Executive Board and the Board after much discussion

VOTED: To make the following recommendations to the Association at the Fifth General Session:

To strike out of the By-Laws, Section 8, paragraph a, lines 5 and 6, the following words: "at least three" and "each" and to change the word "position" to "positions", and to add at the end of that paragraph the following: "No person shall be nominated unless his consent to such nomination be previously obtained"; also to add at the end of paragraph b in Section 8 of the By-Laws the following words: "provided written consent of these nominees be filed with such nominations."

The meeting adjourned.

Respectfully submitted.
Carl H. Milam
SECRETARY.

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

Hotel Statler, Detroit, Mich.
July 1, 1922. 12:30 p.m.

A meeting of the Executive Board was held in the Hotel Statler, Detroit, Michigan, Saturday, July 1, 1922, at 12:30 p.m.

Present: President Utley, Misses Countryman and Rathbone, Messrs. Bishop, Godard, Hadley, Meyer, Roden, Tweedell, J. II. Wyer, M. G. Wyer; also Mr. Milam, Secretary and Miss Bogle, Assistant Secretary.

New Members: It was determined by lot that Mr. Hadley should serve for one year succeeding Miss Mann, who had been appointed at the Swampscott Conference for a period of one year.

Miss Julia Ideson, of Houston, Texas, was appointed to fill the vacancy on the Executive Board created by the election of Mr. Utley to the presidency. The appointment was made for one year.

Finance Committee: Mr. Roden, Chairman, Mr. Craver and Miss Krause were appointed as the Finance Committee for 1922-23.

Editorial Committee: Mr. Wellman was reappointed chairman of the Committee, and it was

VOTED: That the other members be appointed by the President after conference with the chairman of the Committee.

Committee on Nominations: Mr. Root was appointed chairman of the Committee on Nominations, and it was

VOTED: That the President be authorized to appoint the four remaining members after consultation with the chairman.

Decimal Classification Committee: The Secretary read a communication of January 21, 1922, from Dr. Andrews, and it was

VOTED: That Dr. Andrews be appointed Chairman of the Committee with authority to make other appointments, with the understanding that one member is to represent a university library using the Decimal Classification.

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Hospital Libraries Committee: The Secretary read a communication from Miss Miriam E. Carey, asking that a committee on hospital libraries be appointed. After discussion the matter was referred to the Committee on Committees for a recommendation, with the understanding that the President would be authorized to appoint the Committee if the Committee on Committees approved.

Other Committees:

VOTED: That the President be authorized to appoint other standing or continuing committees.

Miss Bogle at Boston: The Secretary brought to the attention of the Executive Board the fact that Miss Bogle, the Assistant Secretary, was planning to attend the N.E.A. Conference in Boston, July 3 to 8, and asked whether the Executive Board wished her to represent the A.L.A. at the open hearings of the N.E.A.'s Committee on the proposed International Conference on Education.

VOTED: That Miss Bogle be designated as the official representative of the A.L.A. for the N.E.A. meeting this year.

Conference Specifications: A communication from George Winthrop Lee (Exhibit A) was brought to the attention of the Executive Board and referred to the Program Committee.

A Communication from Mr. Merrill dated May 20, 1922, concerning advertising in the Official Program was read to the Executive Board and laid on the table.

Letters from Dr. Richardson: A copy of a letter of June 24th from Dr. Richardson to Dr. Putnam, referring to his appointment to represent the American Library Association at the Brussels Conference, suggested that he be appointed to report on other meetings as an observer for the A.L.A. It was

VOTED: That Dr. Richardson be authorized to attend the meetings as a representative of the A.L.A.

Another communication dated May 18th from Dr. Richardson, regarding international bibliography was referred to the Committee on Committees for recommendation.

Library School List in Handbook: A communication of June 2nd from Ernest J. Reece, suggesting that the list of Library school members of the Association of American Library Schools be included in the A.L.A. Handbook, was read, and it was

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VOTED: That the list be printed in the next Handbook.

Fiftieth Anniversary of A.L.A. A communication of May 29th (Exhibit B) from Joseph L. Wheeler, was read and the Secretary was instructed to furnish copies to each member of the Executive Board, and to put the matter on the docket for the next Board meeting.

A.L.A. Representation at French Library Meeting: A communication of June 13th from W. Dawson Johnston, extending an invitation on behalf of the Association des Bibliothecaires Francais, to meet with it in the library congress, which will be held next year, was read, and it was

VOTED: That the matter be referred to the Committee on International Relations for recommendation.

Regional Meeting at St. Joseph, Missouri: A communication (Exhibit C) from Messrs. Kerr, Bundy and M. G. Wyer, dated June 30th, asking that the proposed joint meeting be made an A.L.A. regional meeting, was read, and it was

VOTED: That the request be granted.

Statler Hotel: A communication of July 1st from the Statler Hotel was read and it was

VOTED: That the Secretary be authorized to express the satisfaction of the Executive Board for the way the hotel management handled the A.L.A. Conference.

Exhibit at Brazil Centennial Exposition: On recommendation of Mr. Meyer, it was

VOTED: That the Secretary be instructed to co-operate with the Library of Congress in providing an exhibit for the Brazil Centennial Exposition.

There was discussion of the need for a permanent exhibit or of a collection of material, which could be drawn upon for exhibit purposes, and although no formal action was taken it was understood that the Secretary is to accumulate such material.

Ways and Means Committee: On the recommendation of the special committee, consisting of Messrs. Utley, Tweedell and Milan, it was

VOTED: That a Ways and Means Committee be appointed by the President to consider and propose to the Executive Board from time to time suggestions for increasing the income and endowment of the American Library Association.

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Salaries: Mr. Utley, for the Committee, consisting of himself, Mr. Tweedell and Mr. Milan, stated that the Committee had given consideration to the salary question and was of the opinion that the Executive Board ought to do something in regard to the salaries, especially of Miss Ford and Miss Brigham. He recommended that salaries be not raised at this time, but that the matter be given careful consideration in the formation of the next budget.

VOTED: That the report of the Committee be adopted.

Naval Appropriation: Mr. Meyer, for the Committee on Transfer of Library War Service Activities, recommended that the Board appropriate \$6,000 from War Funds for the year ending June 30, 1923, to be turned over to the Navy for Naval Library Service, and that the Secretary inform the Navy that the Executive Board cannot continue such appropriations after this year.

VOTED: That the recommendation of the Committee be adopted.

Membership Committee Recommendations: The recommendations of the Membership Committee were brought to the attention of the Executive Board and after some discussion the Secretary was instructed to put these items on the docket for the next meeting of the Executive Board; also to ask for suggestions from the members of the Association, through the library periodicals.

The Southeastern Library Meeting: The hope was expressed by several members of the Board that the southeastern meeting of librarians might be made an A.L.A. regional meeting, and it was

VOTED: That the Executive Board authorize the holding of that meeting as an A.L.A. regional meeting if the officers of the group meeting wish to present a petition that it be made an A.L.A. regional meeting.

Editorial Committee Recommendations: The following recommendations of the Editorial Committee were approved:

That the biography of John Shaw Billings be published in the near future;

That the Executive Board publish the budget studies prepared by Miss Bagley of Oak Park, if these studies are approved by the commissions in Wisconsin, New York and Iowa;

That Mr. Bolton's Canons of Ethics be considered by the Council before being printed by the American Library Association;

That the County Library Publicity material

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be mimeographed or printed in form suitable for use by library commissions and local committees;

That the Danish, Norwegian and Swedish lists be referred to the Secretary with power;

That the popular list of books on Science be published with the names of the committee which prepared it on the title-page;

That the result of the voting contest on the Two-foot Shelf be published and that the list of 100 prepared for the ballot be published if there should be demands for it;

That the lectures by Professor Bleyer be published when prepared by Professor Bleyer for publication;

That the list of books in large print be published when ready;

That the American Library Association take over a small edition of the pamphlet on Reference Work now being printed by the Wisconsin Library Commission;

That the list of books on Investment prepared for the Trenton Public Library be published, with some revisions.

Committee on Elections:

VOTED: That the President be authorized to appoint a Committee on Elections.

The Next Conference: Invitations were read from various cities and there was much informal discussion. No formal action was taken, but it was understood that the Secretary was to make inquiries, especially concerning the following resorts and cities, and be prepared to report at the next Board meeting:

Hot Springs-Arkansas
 New Orleans
 Dallas
 Gulfport
 San Antonio

The meeting adjourned.

Respectfully submitted,

Carl H. Melam
 Secretary.

By G. W. Lee, corrected to May 18, 1922.

The following memoranda are intended to serve as general specifications for conventions of almost every description:

- I. CONVENTION COMMITTEE: (X-XIII Three members, the personnel changing at the rate one each year. Ex-officio representation on the
- II. Three Primary Sub-Committees: Program (III-VI, XIII); Hospitality (VII, VIII); Follow-up (IX).
- III. PROGRAM COMMITTEE Two main objects: (a) to arouse enthusiasm; (b) to advance technical interests, seeing that
- IV. Chairmen of Sessions promote discussion of technical presentations; hence, to provide for
- V. Advance Distribution of Technical Papers (when practicable), each of which should contain a summary to facilitate discussion.
- VI. Treatment of Addenda to a Published Program whether technical or social. A responsibility of the Convention Committee which should have in mind the interests of all. (An informal "lobby" between sessions should be developed to care for any subjects of importance that have not otherwise been provided for.)
- VII. HOSPITALITY COMMITTEE: responsible (through various sub-committees, if necessary) for matters that concern transportation, housing, introduction, excursions and, generally speaking, the pleasures of the convention.
- VIII. Committee on General Information (a division of the preceding). To provide a "when-in-doubt" center for every delegate, or anybody else, wishing to make inquiry. "Never Closed" should be its motto. Its equipment of reference books, folders, large local map, etc. to be a cumulative asset, for the benefit of future conventions, and in this respect the concern, in part, of
- IX. THE FOLLOW-UP COMMITTEE: responsible,
 - (a) For continuity of what is discussed or transacted until definitely disposed of; hence,
 - (b) For having the reports available for consultation;
 - (c) Profitable experiences codified for conventions to follow;
 - (d) Classified attendance lists which may be consulted according to name, location, occupation, etc.

In General

- X. MOBILIZING VOLUNTEERS FOR SPECIAL WORK (important when the attendance mounts into the thousands): a responsibility of the Convention Committee primarily, but to be shared by all.
- XI. DEMOCRACY IN CONVENTIONS: an essential to their lasting success. The Convention Committee to see that the whole spirit of the management is to make each delegate feel ample opportunity both to give and to get - to discuss, to exchange ideas, to meet kindred spirits, as well as to listen to session papers.
- XII. RESEARCH: The art of managing conventions is in decided need of advancement, and obviously the careful study of many different ones would be important for a committee in general charge; hence, attention to bibliography of convention management.
- XIII. EXHIBITS: a responsibility of the Program Committee, which should see that they are co-ordinated, as far as practicable, with the session papers. A sub-committee should be appointed for exhibits.

EXHIBIT B

May 29, 1922.

Mr. Joseph L. Wheeler says by way of suggestion:

"A.L.A. 50th meeting comes in 1926, does it not? With great Phila Exposition of U.S. Sesqui-centennial. Should A.L.A. meet at Phila that year? More especially, should we not prepare the first comprehensive exhibit of library work, planning to do two things - Show whatever librarians wish to see for their real information, arranged as to technique in each field, and present library work and librarian-ship so as to arouse the interest of the public. As responsible for the appearance and results of the so-called A.L.A. exhibit at San Francisco all this appears to me of very great importance. So much so that I think a committee should be appointed in the fall to make plans and report in 1923 at which time work should commence and appropriations be made. If this is carefully done practically all the material would be of surpassing value at Headquarters, and the devices meant to interest the public could be traveling to state meetings of Women's Clubs, teachers, etc. The money spent would be well invested. I have no ambitions to connect with this, but I do hope the fizzle at San Francisco may serve as a horrible example).

Detroit, Michigan
June 30, 1922.

To the Executive Board,
American Library Association:

The undersigned, representing respectively the Kansas, Missouri, and Nebraska Library Associations, respectfully request that you designate the joint meeting of the three state associations, to be held at St. Joseph, Missouri, October 17-19, 1922, as an A.L.A. Regional meeting, with some such title as The A.L.A. Missouri Valley Library Conference.

Further, we request that you send an official A.L.A. representative to the meeting.

Very truly yours,

(SIGNED) W. H. KERR

President, Kansas Library
Association

(SIGNED) I. R. BUNDY

President, Missouri Library
Association

(SIGNED) M. G. WYER,

Acting for the President
Nebraska Library Association.

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE BOARD MEETING

Sherman Hotel, Chicago, Illinois
December 27, 1922, 2:30 p.m.

A meeting of the Executive Board was held in the Sherman Hotel, Chicago, Illinois, Wednesday, December 27, 1922, at 2:30 p.m.

Present: President Utley, Miss Rathbone, Messrs. Hadley, Tweedell, M. G. Wyer, J. I. Wyer, Meyer, Roden and Miss Ideson; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Minutes: The minutes of the meeting held June 26, June 30 and July 1, 1922, were approved.

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

Hot Springs Conference: The Executive Board, by correspondence, October 9, 1922,

VOTED: That the next Annual Conference of the American Library Association be held in Hot Springs, Arkansas, the last week in April, 1923, provided satisfactory arrangements can be made by the President and Secretary with the hotels in Hot Springs.

Trustees of the American Library in Paris, Inc. The Executive Board, by correspondence, October 9, 1922,

VOTED: That the following persons be appointed trustees of the American Library in Paris, Inc., for the term of one year from date of the annual meeting in 1922:

- Walter V. R. Berry
- Charles Cestre
- L. V. Benet
- Charles L. Seeger
- William Morton Fullerton

Budget Transfers: The Executive Board, by correspondence, on November 29, 1922,

VOTED: That \$1000 be transferred from the War Funds to the General Funds to reimburse the General Funds for the expenditures in the hold-over War Service Work not anticipated when the Budget for 1922 was adopted;

and

VOTED: That the following transfers be made in the General Funds Budget:

From

Committees	\$200.00
Miscellaneous	140.00
Travel	100.00
Contingent	1690.00
Total.....	\$2130.00

To

Conference	870.00
Salaries	185.00
Additional Services	350.00
Supplies	225.00
Postage, telephone, telegraph	500.00
Total.....	\$2130.00

Appointments by the President: The Secretary reported that Peter H. Goldsmith of New York had been appointed as "a representative and official delegate (from the American Library Association) to the congresses held in connection with the Brazilian Centennial Celebrations"; that Mrs. Carl B. Roden of Chicago had been delegated on November 15th to serve as a member of the Executive Committee of the School and Poetry Association for the term ending with the spring meeting of the School and Poetry Association; that May Masee had been appointed to represent the American Library Association in previewing certain films, at the request of Col. Jayson S. Joy, executive secretary of the Committee on Public Relations representing national citizen organizations cooperating with the Motion Picture Producers and Distributors of America, Inc. These appointments were approved.

Bleyer Lecture Course: The Secretary presented a financial statement on the Bleyer Lecture Course held in connection with the Detroit Conference (Exhibit A,)

Relief for Russian Librarians: The Secretary presented the Treasurer's report of receipts and disbursements for the relief of Russian librarians. (Exhibit B) It was

VOTED: That the action of the Treasurer in the disposition of the funds received from the Bleyer Lecture Course and for the relief of Russian librarians be approved.

War Service Activities: Mr. Meyer reported for the Committee on Transfer of Library War Service Activities, recommending that a considerable portion of the balance in the War Funds be held in reserve so that the Association might be prepared to meet any emergency in the Veteran's Bureau Hospital Library Service. And on his recommendation it was

VOTED: That the Secretary be authorized to announce through appropriate channels that the American Library Association is prepared to aid library agencies by offering a limited book and magazine service to ex-service men in prisons, reformatories, hospitals and other institutions where they may be located; and that the Secretary be authorized to add to the Headquarters staff in Chicago sufficient clerical force to do the work resulting from this announcement.

Membership Committee recommendations: The Secretary read to the Board the recommendations made by the Membership Committee at the Detroit Conference, and reported the result of the effort to get expressions of opinions from members. It was the sense of the meeting that the Secretary prepare a statement to be sent out with the bills to members who pay \$2.00 a year, which should inform the members that the Board had given careful consideration to the Membership Committee's recommendations and had decided that it could not afford to furnish the Proceedings and the Handbook for a \$2.00 membership fee; and which should announce that the Handbook can be purchased for seventy-five cents a copy, thus bringing to members of the Association for \$2.75 the benefits of membership and all copies of the Bulletin except the Proceedings.

Resolutions Committee: The Secretary read the recommendation of the Resolutions Committee of the Swampscott and Detroit Conferences concerning the desirability of early appointment of future Resolutions Committees. In view of the provision of Section 19 of the By-Laws, and in view of the fact that the Resolutions Committee is concerned primarily with conference resolutions, the motion was made, seconded and carried that the matter be laid on the table.

Committee on Bibliography: Mr. Roden for the (1921-1922) Committee on Committees presented a report (Exhibit C) recommending the appointment of a Committee on Bibliography. It was

VOTED: That the recommendation of the Committee on Committees be approved and a Committee on Bibliography created.

The following Committee on Bibliography was appointed and approved by the Board:

E. C. Richardson, Chairman	
W. N. C. Carlton	Andrew Keogh
George Watson Cole	H. H. B. Meyer

Committee on Hospital Library Work: In the report of the Committee on Committees (Exhibit C) will be found the recommendation concerning the Committee on Hospital Library Work, the appointment of which was authorized by the Executive Board at its meeting on July 1, 1922, subject to the approval of the Committee on Committees.

Committee on the Ethics of Librarianship:

VOTED: That a Committee on the Ethics of Librarianship be appointed to draft a tentative code of professional ethics for librarianship for presentation to the Council.

The following committee was appointed ~~and approved~~ by the Board:

- | | |
|-----------------------------|-----------------|
| Hiller C. Wellman, Chairman | |
| Lucy E. Fay | Ernest J. Reese |
| M. J. Ferguson | Alice S. Tyler |

Sponsorships: The Secretary reported that George Winthrop Lee of Boston in cooperation with the Boston Public Library was continuing his experiments in Sponsorship. No action. (See the minutes of the Board meeting held December 29.)

Proceedings of 1923: The Secretary reported his proposal to ask the officers of Sections and Round Tables to prepare their own proceedings for the printer in 1923, subject to such limitations of space as are found necessary in order to bring the cost of the Proceedings within the available appropriation. No action.

World Conference on Education: Miss Bogle, Assistant Secretary, presented an invitation from the National Education Association to join in a world conference on education, June 28 to July 6, inclusive, at Oakland-San Francisco in connection with the annual meeting of the National Education Association in 1923. "The purpose is to produce a better understanding among the nations; to develop good will; to conserve the integrity of all nations, to extend educational privileges more universally, and to develop those ideals conducive to lasting peace."

VOTED: That President Utley be authorized to appoint a representative to that Conference, and to pay the representative's expenses if necessary.

Fiftieth Anniversary, Chicago Public Library: The following minute was presented by Mr. Meyer and approved by the Board:

Recognizing the distinguished history of the Chicago Public Library and the achievements locally and nationally of its librarians, Messrs. Poole, Hild, Legler, and Roden, the Executive Board of the American Library Association congratulates the people of Chicago, the Board of Directors, and the staff of the Chicago Public Library upon the completion of fifty years of service.

Fiftieth Anniversary of the American Library Association: President Utley referred to his letter (Exhibit D) and there was a general discussion of ways of observing the fiftieth anniversary of the American Library Association. Dr. Wyer suggested that the Anniversary might be made an occasion for getting

the work of the American Library Association and libraries generally before the country at large, by holding meetings in various sections of the country.

Mr. Hadley suggested a National Library Week. Other suggestions were the compilation and publication of a new A.L.A. Catalog, an exhibit of the books in that catalog; an exhibit of library appliances; publication of the report of the Committee of Five on Library Service, the completion by 1926 of an A.L.A. Headquarters building; an increase of the endowment to a fixed sum by 1926. Names were suggested for the membership of a committee to prepare plans for celebrating the fiftieth anniversary.

VOTED: That the matter go over to the next Executive Board meeting. (See the minutes of the Board meeting held December 29.)

A.L.A. Headquarters Building: Mr. Meyer told of the need of an A.L.A. building, calling attention to the fact that the Chicago Public Library has been providing space free of charge for many years with a rental value now of six or eight thousand dollars a year, space which is much needed by the Chicago Public Library. He urged the necessity of creating at once a building fund, and laid on the table before him a contribution. Others present followed his example and the money was turned over to the treasurer as a nucleus of a building fund. No formal action was taken.

The John Newbery Medal: Dr. Wyer presented without recommendation the proposal from Frederic G. Melcher of New York concerning the John Newbery Medal (Exhibit E.) After considerable discussion, it was

VOTED: That the Board accept Mr. Melcher's offer and assume the responsibility for the medal, assigning to the Children's Librarians Section the selection of the recipient.

VOTED: That the Board adopt Mr. Melcher's statement on "The John Newbery Medal" (Exhibit E,) with the changes suggested in a letter from the Secretary to Dr. Wyer. (See the minutes of the Board meeting held December 29.)

The meeting adjourned.

Respectfully submitted

Carl H. Milam

Secretary

EXHIBIT A

December 22, 1922

BLEYER LECTURE COURSE

Financial Statement

July 1, 1922 - Bleyer lecture course - gross receipts -		\$298.50
June 22, 1922 - Printing 500 tickets.....	\$ 4.70	
July 11, 1922 - Willard G. Bleyer, as per agreement.....	200.00	
July 11, 1922 - Refund to Mr. Bleyer.....	3.00	
\$3.00 paid for A.L.A. member- ship - 1922 - to enable him to get special R.R. rates		<u>207.70</u>
August 31, 1922 - Net receipts - Deposited a/c General Funds		\$ 90.80

EXHIBIT B

RELIEF OF RUSSIAN LIBRARIANS

A few months ago the Russian Librarians appealed for help to American librarians through the A.L.A. On November 7th a letter was sent by President Utley to all institutional members of the Association asking for free will contributions from members of staffs.

We have received to date \$454.71 (a list of contributors is attached). The money has all been forwarded by the treasurer, Mr. Tweedell, to the American Relief Administration, 42 Broadway, New York City, with the request that it be used for the relief of librarians in Russia. Many of the larger libraries, such as New York State Library and University of Michigan Library, had already made contributions before our letter reached them.

December 27, 1922

To the Library Staff:

Russian librarians have appealed for help to American librarians through the A.L.A.: (See "Public Libraries" October, 1922, page 481.)

A letter from the American Relief Administration says this kind of appeal comes "From all classes of intellectuals in Russia. They are hungry...and we believe that economic conditions will not materially improve for them for a long time...Various groups in this country have already sent relief to similar groups in Russia": and the hope is expressed that the librarians of America will help the Russian librarians.

This letter is sent with the thought that your staff may wish to make a contribution- of a dollar, or a quarter, or a dime a piece- for this cause.

Checks should be made payable to Edward D. Tweedell, Treasurer, and sent to A.L.A. Headquarters. The money will then be forwarded through the Hoover organization, the American Relief Administration.

Yours very truly

/s/ GEORGE B. UTLEY, PRESIDENT

November 7, 1922.

December 27, 1922

Contributions for Russian Librarians

Statement

1922

December 27 - Total receipts..... \$454.71
(List of contributors attached)

December 9 - American Relief Administration, 42
Broadway, N. Y. City.....\$359.96

December 27 - American Relief Administration,
42 Broadway, N. Y. City..... 94.75\$454.71

EXHIBIT B

December 27, 1922

CONTRIBUTIONS FOR RUSSIAN LIBRARIANS

Adrian (Mich.) P. L.	\$ 2.00
Ahern, Mary Eileen, Chicago, Ill.	10.00
A.L.A. Headquarters staff, Chicago	7.72
Amherst, (Mass.) College Library	5.50
Barr, C. J., New Haven, Conn.	5.00
Conneaut (Ohio) P. L.	1.00
Carnegie Endowment for International Peace, Washington, D.C.	2.50
Chicago Art Institute.	2.50
Cleveland Heights (Ohio) P. L.	2.75
Coe College Library, Cedar Rapids, Iowa.	1.00
Connecticut State Library, Hartford.	2.00
Du Bois (Pa.) P. L.	2.00
Evergreen (Colo.) P. L.	10.00
Federal Reserve Bank of New York City	5.00
Fort Collins (Colo.) P. L.	2.00
Gary (Ind.) P. L.	6.00
Goucher College Library, Baltimore, Md.	5.00
Harvard College Library, Cambridge, Mass.	14.00
Hawaii, Library of Honolulu, T. H.	10.00
Indiana P. L. Commission, Indianapolis	5.25
Indiana University Library, Bloomington, Ind.	6.50
John Crerar Library, Chicago	10.00
Kalamazoo (Mich.) P. L.	4.75
Kansas City (Mo.) P.L.	25.00
Kansas State Normal Library, Emporia	12.00
Kentucky Library Commission, Frankfort	2.00
Lake Forest (Ill.) College Library	1.00
Long Beach (Calif.) P.L.	3.00
Manchester (N.H.) City Library	20.50
Marquette (Mich.) Peter White P.L.	2.50
Marshalltown (Iowa) P.L.	5.00
Mauch Chunk (Pa.) Dimmick Memorial Library	2.00
Metropolitan Museum of Art, New York City	5.00
Michigan State Library, Lansing.	3.45
Minnesota Historical Society, St. Paul	5.00
Missouri, University of, Columbia	8.50
Missouri, University of School of Mines, Rolla	2.00
Napa, Calif., Goodman Library.	2.00
N. Y. P. L., Library School of the	5.00
Newberry Library, Chicago	6.70
North Carolina Library Commission, Raleigh	19.00
Ohio Wesleyan University, Delaware, Ohio	5.00
Oshkosh (Wis.) P. L.	2.00
Pasadena (Calif.) P.L.	3.50

Pawtucket (R.I.) Deborah Cook Sayles P.L.	\$	6.25
Pennsylvania, Univ. of Philadelphia		5.50
Peru (Ill.) P.L.		1.00
Pittsburgh (Pa.) Carnegie Library of		32.50
Proctor, Georgia, Philadelphia, Pa.		1.00
Providence, (R.I.) P.L.		2.00
Ramanauskiene, Mrs. Ona, Los Angeles, Calif.		5.00
Rank, Zelia, Fort Collins, Colo.		1.00
St. Louis (Mo.) P. L.		14.50
Salt Lake City (Utah) P.L.		7.00
San Francisco (Calif.) Mechanics' Inst. L.		1.00
Santa Barbara (Calif.) P. L.		10.00
Sedalia (Mo.) P. L.		3.00
Stanford University Library, Stanford University, Calif.		7.50
Syracuse (N.Y.) University Library.		5.00
Tennessee, Univ. of Knoxville		7.50
Toronto (Ont., Canada) P. L.		25.00
Troy (N.Y.) P. L.		2.00
U.S. Dept. of Agriculture Library, Washington, D.C.		16.25
Utica (N.Y.) P. L.		1.65
Vassar College Library, Poughkeepsie, N. Y.		10.00
Virginia State Library, Richmond.		5.00
Waterville (Me.) P. L.		2.00
Western Ky. State Normal, Bowling Green		2.00
Wichita (Kansas) City Library		5.00
Williamsport (Pa.) James V. Brown Library		2.50
Wilmington (Del.) Inst. Free Library		5.34
Winchester (The Handley Library).		4.00
Woodbridge, Mary E., Omaha, Neb.		<u>1.60</u>
December 28 - Total Receipts.		\$454.71
December 9-American Relief Administration	\$359.96	
December 27- " " " "	<u>94.75</u>	\$454.71

EXHIBIT C

October 5, 1922

To the Executive Board, American Library Association.

Ladies and Gentlemen:

The Committee on Committees of the American Library Association has the honor to report upon the following matters referred to it by your Board on July 12th and 15th respectively:

With reference to the communication from Miriam E. Carey, chairman of the Institutional Libraries Committee, urging the creation of a separate Hospital Committee, we recommend:

That a permanent standing Committee on Hospital Library Work be created by the Executive Board, whose function shall be to promote the extension of public library service to hospital patients, to collect information upon this subject for the benefit of the membership of the Association and to assist in any other ways that may suggest themselves in the development and organization of this special class of library service.

In the matter of the communication from Dr. E. C. Richardson, calling attention to the need of a committee to keep in touch with the numerous "apparently unrelated efforts to solve the biggest of modern library problems, the organization of monographic literature," the Committee recommends:

That a permanent Committee on Bibliography be added to the list of standing committees of the Association, to be composed of not less than three nor more than five members who are known to be actively interested or engaged in the promotion of bibliographical undertakings. The principal duty of this committee should be to represent the Association in all such undertakings and projects, national or international in scope, in which the Committee may deem representation or cooperation desirable or in which the Association is invited to participate.

Respectfully submitted

For the Committee on Committees

/s/ C. B. Roden, Chairman

EXHIBIT D

AMERICAN LIBRARY ASSOCIATION
78 E. Washington Street
Chicago, Illinois

November 27, 1922

To the Executive Board:

At the Board's last meeting (Detroit, ~~July 1~~) a communication from Joseph L. Wheeler was read relative to the 50th Anniversary of the A.L.A. and expressing the opinion that a comprehensive exhibit of library work should be one of the features to commemorate that occasion. This letter, members of the Board will recall, brought up for discussion the whole general question of proper recognition of this semi-centennial of our national association, but as time was limited at Detroit, action on the matter was postponed, with instructions to the secretary to put it on the docket for the next meeting.

So, therefore, this is one of the subjects to come before us for further consideration and action, and as it seems to me one of the important steps to be taken by the present administration, I wish earnestly to request my colleagues on the Board to give careful and considerable thought to the subject before we meet in Chicago the last week of December.

The entire matter should probably be placed in the hands of a general committee, and that committee be given considerable power, including that of appointing sub-committees, etc. The general committee should carefully study the prospect and be prepared within a reasonable length of time to present its recommendations as to what should be done to celebrate the occasion. As funds may have to be raised and as a celebration worthy of our Association would require considerable time in preparation, the committee ought to be appointed at once, so that it can get to work at once.

The personnel of such a committee is exceedingly important and merits our most careful study and consideration, and I beg you to give much thought to the matter, particularly in whose hands the chairmanship should be lodged. A suggestion that may be appropriate to us is noted in the plans of the National Conference of Social Work, which celebrates its fiftieth anniversary next year. Its committee consists of all living ex-presidents and twelve other members. The preliminary report of this committee seems so suggestive to us that I have asked Secretary Milam to obtain copies enough so that each member of the Board may have one, and one is therefore here enclosed. Would it be well for us to copy this practice in the appointment of our committee? And if so what other six, eight or more members beside ex-presidents should we name? And who should be chairman - preferably an ex-president, but not necessarily?

Please give all these matters your serious thought, for we must not adjourn our Chicago meeting without having taken definite action. I am sure we all agree that our semi-centennial should not pass without appropriate recognition; and it is none too soon to set the machinery in motion.

Yours very truly

/s/ GEORGE B. UTLEY

President

CBU
MP
Enclosure

CONTRACT WITH F. G. MELCHER
ON
THE JOHN NEWBERY MEDAL

Established in 1921 as an annual award for "the most distinguished contribution to American literature for children."

Donor: Frederic G. Melcher of New York

Sculptor: Rene Chambellan of New York

Awarded by: The Children's Librarians Section of the American Library Association or the specialists in children's work in the American Library Association, under whatever name they may be organized.

The Medal: The donor agrees to have struck each year at his expense one bronze medal from the dies, and to have this engraved with winner's name and the year covered by the award, and to place it in case ready for presentation by the librarians, and deliver it to the responsible authorities in the Library Association at time designated by them. Or his heirs will undertake to do the same. The steel dies are at this date (November, 1922) deposited for safe-keeping with the Medallic Art Company, 137 East 29th Street, New York City, and may be taken from there, according to instructions filed with them, by the donor or by executive head of the American Library Association. The original sculpture remains with the donor for appropriate disposition.

The Recipient of Award: The medal is to be awarded annually to the author of the "most distinguished contribution to American literature for children," the award being made to cover books whose publication in book form falls in the calendar year last elapsed. The award is restricted to authors who are citizens or residents of the United States. Reprints and compilations are not eligible for consideration. There are no limitations as to the character of the book considered except that it be original work. It need not be written solely for children, the judgment of the librarians voting shall decide whether a book be a "contribution to the literature for children." The award considers only the books of one calendar year and does not pass judgment on an author's previous work or other work during that year outside the volume that may be named.

The Method of Award: The donor agrees to leave the methods and practice of selecting each annual winner of the John Newbery Medal entirely to the American Library Association, whose president shall have power to delegate each year the responsibility for all details to the officers of a subsidiary group in the Association. It is the thought of the donor that the decision should be made by votes of such members of the American Library Association as are especially connected with the work with children or with young people. If the award be announced at the annual meeting of the American Library Association, the months between January first and that date will be available for process of election. It may be possible to have the author present at the annual conference to receive the award then first announced; otherwise the name might be there announced and proper delegate appointed to deliver same.

Possible Termination of Arrangement: The American Library Association may terminate its agreement to serve as the awarding body by two-thirds vote of its Executive Board. Such decision to be communicated to the donor before October 1 of any year. The donor or heirs may terminate the agreement by three years' notice to the American Library Association or may endow the award with funds sufficient to cover costs of striking, engraving and case, leaving the medal thereafter entirely in the hands of the American Library Association.

EXHIBIT E

-2-

The Purpose of the John Newbery Medal: To encourage original and creative work in the field of books for children. To emphasize to the public that contributions to the literature for children deserve similar recognition to poetry, plays or novels. To give to those librarians, who make it their life work to serve children's reading interests, an opportunity to encourage good writing in this field.

The Name of Newbery: The donor has connected the name of John Newbery with this award. This lovable bookseller and publisher of the eighteenth century, London, was perhaps the first bookman to appreciate that the reading interests of children were worthy of especial and individual attention.

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

Sherman Hotel, Chicago, Illinois
December 29, 1922. 10:00 a.m.

A meeting of the Executive Board was held in the Sherman Hotel, Chicago, Illinois, Friday, December 29, 1922, at 10:00 a.m.

Present: President Utley, Miss Rathbone, Messrs. Hadley, Tweedell, M. G. Wyer, J. I. Wyer, Meyer, Roden and Miss Ideson; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

The John Newbery Medal:

VOTED: That the book selected by vote of the members of the Children's Librarians Section shall be the book for which the John Newbery Medal is awarded.

Sponsorships: A communication from George Winthrop Lee was read by the Secretary. In accordance with the recommendation of Mr. Lee, it was

VOTED: That Charles F. D. Belden of the Boston Public Library be made the representative of the American Library Association to report on the sponsorship experiments in Boston.

Editor of The Booklist: The Secretary reported on the several persons who have been considered for the position of editor of The Booklist. On his recommendation, it was

VOTED: That the appointment of a successor to Miss Masseur as editor of The Booklist be left in the hands of the Secretary, who is authorized to make the appointment with the approval of the President and the Chairman of the Editorial Committee.

American Library in Paris: Attention was called to the letter from E. C. Richardson of October 20 (Exhibit A.) Extracts were read from several of the letters from W. Dawson Johnston, Paris, and there was general discussion of the needs of the Paris Library.

On the recommendation of Dr. Johnston, it was

VOTED: That Helen Lathrop, head of the Circulation Department of the American Library in Paris, be named as the assistant to receive as a portion of her salary the income from the \$25,000 endowment provided by the A.L.A. in 1921.

In response to Dr. Johnston's suggestion, it was

VOTED: That the American Library Association pay from its War Funds the sum of 7,624 francs for repairing the furnace in the Paris Library. (It was explained that the furnace had probably been damaged during the time when the A.L.A. was administering the Paris Headquarters .)

Board: The following minute is the official expression of the Executive

The Board regrets that continuing obligations of war service character, especially obligations to the Hospital Library Service, make it inexpedient to vote further grants from the War Funds to the American Library in Paris; but continues its keen interest in the success of the American Library in Paris, and will at once, through appropriate committees, make a collection of books in this country for the use of the Paris Library.

For reasons indicated above the Board cannot adopt the suggestion that it pay from War Funds for a library organizer to establish American libraries in other cities throughout Europe. It is keenly interested in all these projects and will welcome opportunities to cooperate with the Board of Trustees and the librarian of the American Library in Paris which do not involve the expenditure of the Association's limited funds.

On motion of Miss Rathbone, it was

VOTED: That a statement be prepared, setting forth the matter discussed by the Board with respect to the Paris Library, and presented to the Committee on Library Cooperation with Other Countries with the recommendation that the Committee undertake to collect books, not only for the Paris Library, but for other libraries in foreign countries needing American publications.

Fiftieth Anniversary of the A.L.A.

VOTED: That a Committee of Twenty-five be appointed by the President, Secretary and temporary chairman of said Committee, to organize the celebration of the Fiftieth Anniversary of the American Library Association, with authority to initiate its own plans and to carry them out with the approval of the Executive Board.

It was understood that the temporary chairman will call the first meeting of the committee in connection with the Hot Springs Conference in April; that an Executive Committee within the Committee of Twenty-five will probably be necessary; that sub-committees may be formed from the membership of the Committee of Twenty-five; or from the membership of the Association at large; that the Committee of Twenty-five may be increased by the Executive Board on the recommendation of the Committee of Twenty-five; that an Honorary Committee will be appointed by the Executive Board (if desired) on the recommendation of the Committee of Twenty-five; that the President of the Association is to serve as an ex-officio member of the Committee of Twenty-five.

The President was authorized to invite J. I. Wyer and C.F.D. Belden (in turn) to become temporary chairman of this committee.

Budget for 1923: Mr. Roden, Chairman of the Finance Committee, submitted the budget.

VOTED: That the War Fund Budget include an item of \$10,000 for library service to men in hospitals and other institutions not served by the Federal Government.

By formal vote the following changes were made in the budget as submitted:

Salary of the Secretary increased \$1,000.00
Salary of Miss Ford increased \$ 300.00
Salary of Miss Johnson increased \$ 180.00
(Other salaries remain as recommended in the budget submitted)

VOTED: That Miss Ford's title be made "Assistant to the Secretary in charge of accounts and membership records."

A communication was read from one of the Sections asking for an appropriation for the expenses of the section meetings. The Board was of the opinion that it was not in position to change its former policy of allowing the sections to arrange for their own expenses without grants from the A.L.A.

A communication requesting an appropriation of \$500.00 for the Travel Committee for 1923 was read and it was

VOTED: That the request of the Travel Committee be allowed.

VOTED: That the Budget with amendments be adopted.
(Exhibit B.)

Financial Reports: The Treasurer's annual reports on all funds were submitted by the Secretary. (Exhibit C.)

VOTED: That the reports of the Treasurer be adopted subject to audit under the supervision of the Finance Committee.

The Louvain Library: The matter was presented by President Utley and it was

VOTED: That the Board endorse the project as outlined in Dr. Putnam's letter of December 8, 1922 (Exhibit D) that it urge libraries to have a part in the movement as suggested in that letter and that the Secretary advise the Louvain Committee that all possible publicity will be given by the Association through available channels.

P.N.L.A. Communications: A communication of September 22, 1922, from M. H. Douglas of the University of Oregon was read to the Board. The letter included the following resolution adopted by the Pacific Northwest Library Association: "That the Association appoint a committee to secure the cooperation of the Woolworth Company and other chain stores offering books for sale in presenting the public a high standard of titles in their cheap editions; and also to seek the cooperation of the A.L.A. in this matter." The Secretary was instructed to say that the Executive Board is eager to cooperate in this movement and will welcome from the Committee of the P.N.L.A. further suggestions.

Another communication from the P.N.L.A. was read in which it was reported that the Pacific Northwest Library Association had voted to request the A.L.A. to contribute to the support of the P.N.L.A. bulletin on subscription books. It was

VOTED: That the standing policy of the American Library Association be communicated to the Pacific Northwest Library Association, with a statement that the policy of the Association not to issue negative comments on books will prevent its supporting the bulletin on subscription books.

Oberly Memorial Fund: The report of the Finance Committee on the Oberly Memorial Fund was presented. (Exhibit E.)

VOTED: That the following phrase in the last paragraph be deleted: "by vote approve or disapprove said action and in case of approval shall"; making the paragraph read, "that upon receipt of notice by the Executive Board of the action of the Special Committee, the Board shall issue instructions to the Treasurer to pay the amount of the award specified."

VOTED: That the report of the Committee with the above amendment be adopted.

Communication from Mr. Bowker: The Secretary read the letter of December 18 and the telegram of December 26 from Mr. Bowker concerning publication of a statement in the Proceedings (Exhibit F.) Miss Rathbone called attention to the fact that the Association could not be held responsible for the accuracy or inaccuracy of any papers printed in the Proceedings.

VOTED: That Mr. Bowker's reply be printed in the January Bulletin as a communication, if Mr. Bowker desires, with the understanding that Mr. Bowker is to have the privilege of revising his statement before printing.

Ways and Means Committee: The Secretary reported that the Ways and Means Committee was not prepared to present its report because of a delayed meeting of that Committee, but that he had the consent of the Chairman to suggest to the Executive Board that it approve in general the Secretary's statement.

The American Library Association: Finances - Activities - Needs.
(Exhibit G.)

VOTED: That the Secretary's statement be approved as an acceptable statement of the needs of the American Library Association.

VOTED: That the Secretary be authorized to issue a printed statement for distribution to people interested and to the membership of the Association, based on the above statement, after approval by the President and the Chairman of the Ways and Means Committee.

Communication from Frank P. Hill: Letter of July 13, 1922, from Dr. Hill concerning the legality of the election of 1922 was read to the Board and it was

VOTED: That the communication be laid on the table.

Communication from Herbert O. Brigham: Resolutions adopted by the National Association of State Libraries requesting the A.L.A. to hold its general sessions in the evening, was presented to the Board and referred to the Program Committee.

Communication from Dorsey W. Hyde, Jr., asking for the help of the American Library Association in adjusting library salary schedules in Washington was read and the President was authorized to appoint a member of the Salaries Committee in or near Washington.

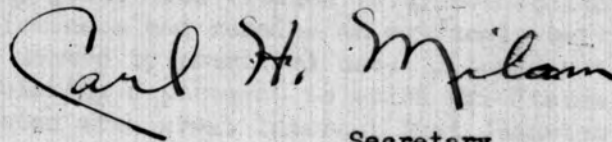
New England Regional Meeting: Letter of December 21, 1922, from Harold T. Dougherty of Newton, Massachusetts, was read to the Board (Exhibit H,) and it was

VOTED: That it is the opinion of the Board that if such a meeting is to be held, it should be held in the autumn rather than the late spring or summer and that the Board is opposed to any meeting which would appear to discourage attendance at the Annual Conference.

Communication from L. L. Dickerson; suggesting the appointment of a Committee on motion picture films was referred to the Committee on Committees with a statement that there is no disposition on the part of the Executive Board to suggest such a Committee.

The meeting adjourned.

Respectfully submitted



Secretary

LIBRARY OF PRINCETON UNIVERSITY
Princeton, New Jersey

Princeton, N. J.
October 20, 1922

Mr. Carl H. Milam, Secretary
American Library Association Headquarters
78 E. Washington Street
Chicago, Illinois

Dear Mr. Milam:

In re the Paris Library and Stevenson Letters

Having been three times in Paris this summer, I took occasion to drop into the Library a dozen or fifteen times. Mr. Stevenson's feeling is probably justified to the point of realizing that books are not quite as fresh and freshly kept up as under the freer circumstances of war budget conditions. Under circumstances of limited budget and \$8,000 deficiency, the state was however surprisingly good. The crowded reference collection has been weeded with great judiciousness and remains an extremely serviceable collection, as I repeatedly tested by practical use. I could not judge so well of the additions to circulating department to which Mr. Stevenson's remarks especially apply but I noted with great interest that Johnston was publishing in the English papers little lists of books added with critical notes, and I came to have great confidence that moderately sufficient means would keep the library thoroughly alive in this regard.

I missed seeing Mr. Seeger but had a long talk with Baldwin, the chairman, whom I used to know here in Princeton. This was chiefly in the matter of proposed extension of activities, cooperation with the University Union and other cooperation aspects, but I had good chance to draw out impressions. I also had several chances to get outside impressions.

Altogether starting without pro-Library prejudice, I came very definitely to the conclusion that the library actually and potentially was more useful and important than I had thought, and Johnston very happily constituted to make the best of the whole Paris situation:- (1) Reader service to 20,000 American residents, (2) Service to students, (3) Proposed service to business interests.

The library was always in active use when I went in, often too active for comfort (children's room least.)

It is obvious that if and when the University Union gets a building it should have a real library run on a creditable method, and under Johnston's stimulus both this library and the Union are disposed to actively consider methods of direct cooperation. Altogether I believe that the Association will be thoroughly justified in urging a generous support of this library developed to meet the triple need and cooperating with the Union and possibly the American Library of the Sorbonne.

Respectfully submitted,

/s/ E. C. Richardson

A. L. A. BUDGET, 1923

ESTIMATED INCOME FROM ALL FUNDS
(Except the James L. Whitney Fund)

Balance on hand January 1, 1923		
General Funds.....	\$4,668.22	
Publishing Funds	284.76	
War Funds.....	70,428.68	
Books for Everybody Fund.....	<u>14,685.54</u>	\$90,067.20
Membership dues:		
Annual dues.....	16,800.00	
Life memberships.....	<u>300.00</u>	17,100.00
Conference registration.....		800.00
Income from endowments:		
The Endowment Fund.....	1,600.00	
Carnegie Endowment Fund.....	<u>4,500.00</u>	6,100.00
Accounts receivable (including Booklist bills).....		6,195.53
Publishing Fund sales:		
Publications.....	34,000.00	
Books (review copies).....	<u>1,800.00</u>	35,800.00
Books for Everybody Fund:		
Contributions.....		5,000.00
Interest on bank balances:		
General Funds.....	100.00	
Publishing Funds	15.00	
War Funds.....	1,500.00	
Books for Everybody Fund.....	<u>250.00</u>	<u>1,865.00</u>
		\$162,927.73

GENERAL FUNDS

Estimated Income

Balance, January 1, 1923.....		\$ 4,668.22
Membership Dues:		
Annual dues.....	\$16,800.00	
Life memberships.....	<u>300.00</u>	17,100.00(1)
Conference registration.....		800.00
Publishing Funds		
For 1922.....	3,750.00	
For 1923.....	<u>8,500.00</u>	12,250.00(2)
Income Endowment Fund.....		1,600.00(3)
Income Carnegie Endowment Fund.....		4,500.00
War Funds.....		2,000.00(4)
Interest.....		<u>100.00</u>
		\$43,018.22

Estimated Expenditures

Bulletin.....		\$ 8,320.58(5)
Conference.....		1,800.00(6)
Committees.....		1,200.00
Salaries.....		18,600.00(7)
Additional service.....		1,500.00
Supplies.....		1,200.00
Postage, telegraph, telephone.....		1,000.00
Miscellaneous.....		500.00
President's contingent fund.....		100.00
Travel.....		500.00
Publishing Funds.....		4,500.00
Endowment.....		300.00
Office equipment.....		200.00
Contingent fund.....		<u>3,297.64</u>
		\$43,018.22

PUBLISHING FUNDS
Estimated Income

Balance, January 1, 1923.....		\$ 284.76
Accounts receivable (including Booklist bills).....		6,195.53
Income, Carnegie Endowment Fund.....		4,500.00
Sale of publications		
Booklist.....	\$10,000.00	
Miscellaneous.....	24,000.00	
		34,000.00(2)
Sale of books (review copies).....		1,800.00
Interest.....		15.00
		\$46,795.29

Estimated Expenditures

Salaries.....		\$ 7,084.00(7)
Printing Booklist.....		3,800.00
Advertising.....		1,000.00
General Funds.....		12,250.00
Express and postage.....		2,000.00
Supplies.....		1,200.00
Sundries.....		500.00
Travel.....		500.00
Auditing.....		125.00
Publications.....		17,336.29
Office equipment.....		250.00
Royalties.....		750.00
		\$46,795.29

EXHIBIT B

WAR FUNDS
Estimated Income

Balance, January 1, 1923.....	\$70,428.68
Interest.....	<u>1,500.00</u>
	\$71,928.68

Estimated Expenditures

Headquarters expense.....	\$ 2,000.00 (4)
Hospitals.....	20,000.00
American Library in Paris.....	1,000.00 (8)
U. S. Navy.....	3,000.00 (8)
Miscellaneous.....	2,500.00 (9)
Men in institutions not served by the United States.....	10,000.00
Unappropriated.....	<u>33,428.68</u>
	\$71,928.68

BOOKS FOR EVERYBODY FUND

Estimated Income

Balance, January 1, 1923.....	\$14,685.54
New cash contributions and payments on pledges.....	5,000.00 (10)
Interest.....	<u>250.00</u>
	\$19,935.54

Estimated Expenditures

Library extension.....	750.00
Book lists, reading courses, book publicity.....	5,000.00(11)
General library publicity.....	750.00
Books and work for the blind.....	2,332.96(11)
Survey.....	350.00
Certification.....	
Recruiting.....	<u>225.00</u>
	\$9,407.96(12)
Endowment.....	3,496.97(13)
Unappropriated.....	<u>7,030.61</u>
	\$19,935.54

NOTES ON THE BUDGET, 1923

(1) The final membership count has not yet been made for 1922 but there is apparently a net gain of two or three hundred over last year's figures. Our estimate for 1923 is based on the assumption that we shall neither gain nor lose next year.

(2) Receipts from sales of publications in 1922 will probably total about \$29,000.00. This is a gain of more than 31% over 1921. We are estimating a gain in 1923 over 1922 of a little less than 30% (after eliminating bills receivable - \$2,830.00 January 1 - from the \$29,000.00.) This would seem to be conservative in view of the fact that the "New guide to reference books" will yield (on the basis of 1917 experience) approximately \$7,500.00 and that the A.L.A. Catalog, counting a six months' sale, should yield from \$9,000.00 to \$12,000.00.

Last year the Executive Board approved the payment to the General Funds of 25% of the receipts from sales of publications to cover editing, billing, bookkeeping, shipping and overhead supervision. The 1923 estimate is made on the same basis.

It will be observed that the Publishing Fund will owe the General Funds on January 1, 1923, approximately \$3,750.00. This is due to our failure to finish the "New guide to reference books" this year and thus profit from its sales. The amount carried over is approximately equal to the advance expenses of the "New guide," the new "A.L.A. Catalog" and a few other publications which will bring returns in 1923.

(3) The Endowment Fund will be increased by a payment of \$3,496.97 from the Books for Everybody Fund soon after the first of the year.

(4) There is a surprising amount of correspondence relating to War Service work - old bills which have to be checked up, letters about personnel records, about War Service books, etc., and we are continuing some service to hospitals not served by the Veterans Bureau. The Treasurer who sees and handles some of the problems agrees that this is a reasonable amount. See note ~~10~~.9

(5) Bills for 1922 Proceedings and Handbook are not yet available. They are estimated at \$3,500.00.

(6) This item has grown, partly because of increased costs but largely because some expenses formerly classed under other heads were put with this item this year. The principal expenses in this budget item in 1922 were:

Annual Reports	\$515.00	Attendance Register	\$243.65
Traveling and hotel		Badges	199.34
— expenses	492.83		

EXHIBIT B

(7) See attached salary list.

(8) Actual obligations already assumed by the Executive Board.

(9) The Secretary employs a typist and ediphone operator in accordance with the vote of the Board when it instructed the Secretary to undertake the service for ex-service men not reached by the Veterans Bureau. It has not been found necessary to employ the additional assistant authorized at that time. See note 5.

(10) Balance due on pledges is about \$11,000.00.

(11) The amounts in the special funds as of January 1 are estimated as follows:

Book lists and book publicity...	\$ 5,068.00
Books for the blind	2,332.96

(12) It is proposed that the \$9,407.96 be used as follows (in cooperation with appropriate committees):

Salaries editorial and publicity assistant and stenographer (See attached salary list)	\$4,020.00
Books for blind.....	2,332.96
Survey Committee.....	350.00
Printing and publications.....	1,600.00
Supplies, postage, travel, miscellaneous.....	880.00
Recruiting.....	225.00
	<hr/>
	\$9,407.96

(13) One-half of the 1922 new cash contributions and payments on pledges .

Salary List, 1923 Budget

	<u>General Funds</u>	<u>1922</u>	<u>1923</u>
Carl H. Milan		\$5000.	\$6000.
Sarah C. N. Bogle		3600.	3600.
Eva M. Ford		2400.	2700.
Gwendolyn Brigham		1800.	2100.
Norma Johnson		1620.	1800.
Florence Watson		1200.	1200.
Cena Bolt		<u>1200.</u>	<u>1200.</u>
		16820.	18600.

Additional Services:

Lillian Fink		840.	840.
Karl Peters		<u>480.</u>	<u>480.</u>
		1320.	1320.

Publishing Funds

May Masee	3000.	Mrs. Roden 8 mo. \$150. Permanent Editor 4 mo. \$250.	1200. ✓ 1000. ✓
Isabel Starbuck	2000	2 mo. \$167. 10 mo. \$125.	334. 1250.
Isabel Bowen	1300.		1600.
Margaret Terwilliger	<u>1500.</u>		<u>1700.</u>
	7800.		7084.

Publications account:

Jessie G. Van Cleve	200. per mo.	200. per mo.
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War Funds

Thelma Larsen	100. per mo.	100. per mo.
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Books for Everybody Fund

Helen Seymour	1800.	2400.
Margaret Pakenham	<u>1620.</u>	<u>1620.</u>
	3420.	4020.

A. L. A. FINANCIAL REPORTS, 1922

Treasurer's Report for January 1, to December 30, 1922

GENERAL FUNDS

Receipts

Balance, January 1, 1922	\$6,664.20
Adjustments:	
Petty cash	73.73
Interest	5.26
Balance, as adjusted, January 1, 1922	\$ 6,743.19
Membership—Annual Dues	16,860.50
Life Memberships	325.00
A.L.A. War Funds (for year 1922)	2,000.00
Income—Carnegie Fund	4,500.00
Income—Trustees' Endowment Fund	1,503.40
Conference Registration	1,209.00
Lecture Course—net receipts	90.80
Russian Relief	454.71
A.L.A. Publishing Funds (First payment 1922 account)	3,500.00
Interest, 1922	117.50
	\$37,304.10

Expenditures

Bulletin	\$ 2,729.42
Conference	2,069.91
Committee	741.49
Salaries	16,872.34
Additional Service	1,544.14
Supplies	1,204.73
Postage, telephone and telegraph	1,067.93
Miscellaneous	446.45
President's Contingent Fund	66.02
Travel	499.51
Publishing Fund	4,500.00
Trustees' Endowment Fund	325.00
Office Equipment	214.23
Russian Relief	454.71
	\$32,535.88
Balance, December 30, 1922	
In banks:	
Union Trust Co.	\$ 4,418.22
National Bank of the Republic	250.00
Petty cash	100.00
	4,768.22
	\$37,304.10

PUBLISHING FUNDS

Receipts

Balance, January 1, 1922	\$449.33
Adjustments:	
Petty cash	64.95
Interest	1.59
Balance, as adjusted, January 1, 1922	\$ 515.87
A.L.A. Income—Carnegie Endowment Fund	4,500.00
Sale of Publications	28,136.57
Sale of Books (Review copies)	2,160.00
Interest, 1922	17.09
	\$35,329.53

Expenditures

Salaries	\$ 7,856.29
Printing Booklist	3,745.60
Advertising	1,022.66
Express and postage	2,074.91
Supplies	1,327.37
Incidentals	267.76
Travel	537.50
Publications	13,553.97

Auditing	121.09
Office Equipment	777.42
Royalty	160.20
General Funds Headquarters Expense (First payment 1922 account)	3,500.00
	\$34,944.77

Balance, December 30, 1922	
In bank:	
Union Trust Co.	\$284.76
Petty cash	100.00
	384.76
	\$35,329.53

JAMES L. WHITNEY FUND

Principal and interest, January 1, 1922	\$664.21
Interest, January 1, 1922	1.78
Eighteenth installment, Jan. 21, 1922	35.85
April 15, Liberty Bond coupons	12.74
Interest, July 1, 1922	2.53
Nineteenth installment, August 4, 1922	40.52
October 15, Liberty Bond Coupons	12.76
	\$770.39

Fund accounted for as follows:	
U. S. 4th Liberty Loan 4½ Bonds, par value \$600.00	\$530.68
Cash in Savings Account, Union Trust Company	239.71
	\$770.39

(The James L. Whitney Fund was transferred to the Trustees of the Endowment Fund, January, 1923, in accordance with the vote of the Executive Board, June 22, 1922.)

WAR FUNDS

Receipts

Balance, January 1, 1922	\$77,071.84
Adjustment:	
Interest	69.22
Balance, as adjusted, January 1, 1922	\$77,141.06
United War Work Campaign	13,721.72
Miscellaneous	965.77
Interest, Liberty Bonds and U. S. Govt. Cert. of Indebtedness	2,092.51
Interest, 1922	360.53
	\$94,281.59

Expenditures

Headquarters	\$ 2,000.00
Hospital	15,204.15
Paris	1,000.00
Navy	3,000.00
Preserving War Service Material	312.55
Miscellaneous	2,348.71
	\$23,865.41

Balance, December 30, 1922	
In bank:	
Chicago Trust Company	\$28,741.18
Liberty Bonds and Thrift Stamps	31,550.00
Govt. of Dom. of Canada Bonds	10,000.00
Librarians and Agents	125.00
	70,416.18
	\$94,281.59

BOOKS FOR EVERYBODY FUND

Receipts	
Balance, January 1, 1922.....	\$16,834.00
Adjustment:	
Interest	28.09
Balance, as adjusted, January 1, 1922	\$16,862.09
New cash contributions and payments on pledges—	
Cash	\$5,993.93
Liberty Bonds	1,000.00
Interest, Liberty Bond coupons.....	273.68
Interest, 1922	203.33
	\$24,333.03

Expenditures	
Books for the Blind.....	\$ 998.04
Library Extension	729.79
Booklist, reading courses and book publicity	3,880.10
General library publicity....	1,056.42
Recruiting	390.07
Trustees' Endowment Fund.	2,765.67
	\$ 9,820.09
Balance, December 30, 1922	
In bank:	
National Bank of the Republic	\$ 3,512.94
Liberty Bonds	11,000.00
	14,512.94
	\$24,333.03

Respectfully submitted,
 EDWARD D. TWEDELL,
 Treasurer.

December 30, 1922.

Edward D. Tweedell
Treas.

LIBRARY OF CONGRESS

Washington

Office of the
Librarian

December 8, 1922

In re: Louvain

My dear President Utley:

The appeal for funds for the Library building at Louvain is now being renewed. It will of course have the sympathy of all American librarians and should be supported by them, their trustees, and their libraries in every practicable way.

It will now, I believe, be directed especially to institutions of learning: universities and colleges and schools. It will be urged not merely with the faculties, but with the student bodies. It will, I understand, be pushed in the common schools.

The organization of the appeal is now being directed from the Headquarters (Louvain Committee) at 17 East 42nd Street, New York City (Room 1014). Publicity material is in preparation there. The service of the libraries will naturally be to display this and aid in its circulation. Also, to bring it to the attention of the local boards and of local organizations such as the Rotary Club, Federation of Women's Clubs, collegiate alumnae, Loyal Legion, etc. Libraries having lecture halls will of course have the opportunity to utilize these for meetings in aid of the project.

Originally a project for the equipment of the Louvain University with a building^{and} a collection of books that should take the place of those destroyed, the project has now a much larger aspect. It is to create at this center in Europe a permanent, beautiful, useful memorial of the sympathy of the United States with the ideals for which Belgium stood, and of the aid given by the United States in support of them. Various particular memorials are being provided in the form of monuments on individual battle fields or in cemeteries. This memorial at Louvain would stand for the whole of what Belgium stood for in the War and what the United States joined her in standing for; and in active service to learning and character would help to reinforce and perpetuate in coming generations the qualities which made that stand not merely heroic but effective.

It is this larger character and purpose of the project which I believe should be kept to the front in the appeal.

Faithfully yours
/s/ Herbert Putnam.

Mr. George B. Utley, President
American Library Association
The Newberry Library
Chicago

EXHIBIT E.

To the Executive Board,
American Library Association:

The Finance Committee herewith submits its recommendations in the matter of the communication from a special committee of persons formed to establish a memorial to Eunice Rockwood Oberly, late librarian of the Bureau of Plant Industry of the U. S. Department of Agriculture. It is understood that funds to the amount of about eight hundred dollars have been collected and it is the desire of the special committee, composed of official colleagues of Miss Oberly, that this fund be accepted and administered by the A.L.A. and that the proceeds thereof be used as an annual award or grant, in the name of Miss Oberly, to the compiler of the best bibliography of the year in the field of agriculture or the natural sciences. The desire is also expressed that a quorum of the committee created to administer the fund be chosen from Washington, that at least one scientist from the U. S. Bureau of Plant Industry be included, and that the librarian of the Department of Agriculture be an ex-officio member and, in the beginning, at least, chairman of the Memorial Committee.

After considerable deliberation and correspondence your Committee on Finance submits the following recommendations:

That the offer of the Special Committee to turn over the Oberly Memorial Fund to the A.L.A. for administration be accepted;

That said fund, and all future additions thereto, be transmitted to the Trustees of the A.L.A. Endowment Fund, to be invested and maintained as a separate trust fund, the annual income of which is to be paid to the Treasurer of the A.L.A. and by him is to be held available subject to order from the Executive Board;

That a permanent standing committee be created, to be composed of members of the A.L.A. together with other persons, in accordance with the suggestion in the communication from the Special Committee;

That the Committee to be created under these recommendations be invested with full power and authority to formulate rules and conditions to govern the annual award, to select and designate the beneficiary thereof, or to suspend, postpone, combine, divide or otherwise dispose of said annual award in such manner as, in its judgment, may become wise or necessary in carrying out the purpose of the trust;

That the committee hereby to be created shall report annually its selection of a beneficiary, or any other action it may decide upon in the premises, to the Executive Board on or before a date to be fixed in the rules to be formulated by the Special Committee;

That, upon receipt of notice by the Executive Board of the action of the Special Committee, the Board shall ~~by vote approve or disapprove said action and, in case of approval, shall issue instructions to the Treasurer to pay the amount of the award, specified by the Special Committee in its report, to the beneficiary so named and approved.~~

Respectfully submitted
For the Finance Committee
/s/ C. B. RODEN

Chairman

Chicago, November 11, 1922

For "Exhibit F" in the December 29, 1922, minutes -

Dr. Bowker's statement - see Library Journal, July, 1922, pages 603-604 .

THE AMERICAN LIBRARY ASSOCIATION

Finances - Activities - Needs

FINANCES.

General Funds come from membership dues (annual, \$2.00 and \$4.00, and \$1.00 initiation fee; institutional, \$5.00; contributing, \$25.00; sustaining, \$100.00; life, \$50.00); conference registration fee of \$1.00; and income from a general Endowment Fund of \$30,667.80 (Jan. 1, 1922). Life membership dues go into the Endowment Fund; also one-half the receipts of the Books for Everybody Fund, Receipts from these sources this year will total about \$20,000.

This money is spent for the annual conference, the Bulletin (6 numbers a year including the Handbook and conference Proceedings), committee expenses, salaries of the secretary and assistants, postage, supplies, travel, etc.

Publishing Funds. The sources are: income from the endowment of \$100,000. given by Mr. Carnegie in 1902; subscription to The Booklist; sales of other A.L.A. publications, and sales of review copies of books. The total receipts this year will be around \$35,000.

These funds are used "for the preparation and publication of reading lists, indexes and other bibliographical and literary aids" which are thought to be "specially useful in the circulating libraries." The needs of the small libraries and library commissions are emphasized.

War Funds. The balance on hand Jan. 1, 1922, was \$77,071.84. Receipts from the United War Work Campaign, Inc., interest, etc., have been nearly \$17,000.

This money is still being used primarily for library service to ex-service men in hospitals. An appropriation of \$6,000. was made to the Navy this year (presumably for the last time) to supplement Government funds used in maintaining Navy library service. A thousand dollars has been paid to the General Funds to cover certain hold-over war service work done by the A.L.A. Headquarters staff and a similar sum to the American Library in Paris, Inc. There will apparently be a balance of \$65,000, or \$70,000. at the end of the year, against which the (wounded) ex-service men still have a reasonable claim.

Books for Everybody Fund. The source of this fund is gifts. The receipts during the year have been a little less than \$7,000. One-half the receipts go into the Endowment Fund the income of which is paid into the General Funds.

The expenditures from the Books for Everybody Fund are for general library publicity, booklists and reading courses (partly for free distribution), book publicity, books and work for the blind, library extension and recruiting for library service.

The James L. Whitney Fund. This fund on January 1, 1922, amounted to \$664.21. It is being increased slowly by the terms of the will and the interest is being added to the principal. It is hoped that the fund may increase so that it will eventually yield an income which will be of some slight assistance in the preparation of bibliographical aids for research workers.

Expenditures from all funds will amount this year to perhaps \$91,000. - from all except War Funds, to about \$67,000. (These figures include estimates for November and December.)

ACTIVITIES OF THE A. L. A.

"The object of the American Library Association shall be to promote the welfare of libraries in America." - Constitution, Section 1. When incorporated under the laws of the Commonwealth of Massachusetts in 1879, its purpose was stated as that "of promoting the library interests of the country by exchanging views, reaching conclusions, and inducing cooperation in all departments of bibliothecal science and economy; by disposing the public mind to the founding and improving of libraries; and by cultivating good will among its own members."

It is a professional organization with something of a missionary spirit. It promotes libraries as well as librarianship.

Its present activities benefit not only its members among the libraries and librarians, but also

Many librarians who are not members.

Many libraries in North America (and some in other parts of the world) which pay nothing into its treasury.

Towns, cities and counties without libraries, States without library commissions, and

The general reading public.

Much of the time of the headquarters staff is taken up with routine duties pertaining to membership records, committee activities, conference arrangements and the editing and distributing of official publications.

In addition the office is a clearing house for all sorts of library information. It gives advisory assistance to librarians on their various problems; to communities desiring to establish libraries, or to improve existing libraries; to school officials desiring to establish or organize school libraries; to business or industrial establishments desiring to establish library service for their employes.

It furnishes typical plans and gives advice to those about to erect public library buildings.

It maintains a free employment service for libraries and librarians.

It does as much publicity as its limited funds permit, through newspapers, magazines, and direct-by-mail circulars designed to promote interest in libraries, to increase library incomes and to encourage reading and study.

It cooperates with the Children's Book Week Committee and other similar agencies in promoting the use and ownership of books.

It publishes and distributes three periodicals: The Booklist, 10 numbers; The Bulletin, 6 numbers; The Booklist of Revised Braille, 2 numbers.

It publishes and distributes reading lists, reading courses, buying lists for libraries, schools and individuals, library propaganda, books and pamphlets on many kinds of libraries and library work, posters, broadsides, etc. (The list of A. L. A. publications about to be issued will include approximately 130 items.)

It distributes thousands of copies of these publications free of charge in the interest of library promotion. (It is estimated that 297,000 A. L. A. publications were distributed by sale and gift in the year ending June 30, 1922; and the number will be larger in the year ending June 30, 1923).

It embosses books for the adult blind in the new Braille type, with funds given for that purpose.

It continues to supplement, with War Service Funds, the library work carried on by the United States Government for ex-service men in hospitals.

It cooperates with the Committee on Recruiting for Library Service by compiling and distributing pamphlets, posters and leaflets designed to attract competent young men and women into the profession and by giving information about library training.

It keeps in touch, in so far as possible, with other national organizations (through speakers on programs, exhibits, articles in periodicals, etc.) in order to keep the library idea before leaders in other professions.

It receives scores of letters daily, many of which require professional attention. There are inquiries about: Library legislation, existent or

desirable; How a country school may secure library service; Proportion of library income which should be devoted to salaries; The selection of a head librarian in a city of 100,000; The choice of a children's librarian. Members of the staff are asked to pass upon: State schemes of certification; Lists of books about to be published by a library or a commission; Committee reports about to be made to a state library association; Methods of coordinating the work of the public library and the public school in rendering service to school children. There are daily interview with those seeking professional advice on every variety of library work such as: The organization of a library board; The converting of a club library into a public library; How to become a librarian.

Much of the important work of the association is done by officers and committees. Out of nearly fifty committees, all but one presented reports last year, showing that they had been giving time and thought to their special assignments. This is all volunteer service, in such fields as training, certification, classification, cataloging, legislation, bookbuying, bookbinding, methods of administration, etc.

The Association aims in every possible way to promote library establishment and development, to raise professional standards and encourage library training, and to assist in making libraries a working educational force in American life.

NEEDS

There is a constantly increasing demand for more advisory assistance to those communities which have no libraries or very weak ones, and a need for much more effort designed to "dispose the public mind to the founding and improving (and we may add, the using) of libraries." In spite of the very great advancement of the library movement, it is estimated that more than half the people of the United States are still without public library service; and even where libraries do exist there is still a lack of understanding of the possibilities of their educational service.

The following needs are now under consideration by our Ways and Means Committee of which Dr. C. W. Andrews of the John Crerar Library, is chairman. They are presented here as indicating the needs which are felt at A. L. A. Headquarters constantly. They are not specific recommendations but will very likely form the basis of any possible expansion of the present work.

Librarian and Statistician. One person first, eventually two or more, to collect and organize a professional library; to make special studies of library reports, assemble library facts and figures and prepare statistics for publication.

Field Agents. Two or more persons to attend and address library meetings, teachers' meetings, meetings of other national and state associations interested in libraries, make special investigations and give personal advice

on library establishment, organization, legislation, buildings, etc. (especially in states without library commissions.) They should give attention to library service not only for the general public but for hospitals, prisons, and other special groups.

School Library Assistant. This assistant was recommended in the last report of our Committee on Education. Most schools do not have organized library service. Many expensive school buildings are being erected without adequate facilities (architecturally) for such service. But there is a growing interest which justifies more attention, and more promotion work must be done if the present and coming generations of school children are to be trained in the habit of using books. A specialist in school library work at A.L.A. Headquarters could become an important factor in developing this significant part of library work.

Assistant in Work with Foreign Born. That the public library has a friendly and sympathetic approach to the foreign born resident who can read only his native tongue or is just beginning to read English has been demonstrated by many libraries. An A.L.A. assistant in this work, acquainted with the latest developments in the most progressive libraries, could be of much help to librarians just making a beginning in this field or facing new problems, and could also do a great deal to make known the place of the library in the education of the foreign born.

Assistant in charge of Publicity. The actual demands which come unsolicited to A.L.A. Headquarters for library material for magazine and newspaper articles, are sufficient to justify the employment of such an assistant, and there are many more avenues to be opened up. There are also constant demands for publicity suggestions and programs from libraries and from cities and counties attempting to establish libraries.

Another editorial and bibliographical assistant. At the present moment many manuscripts are in hand, already approved by the Editorial Committee for publication, waiting for our final revision. Almost daily requests for one or more of these publications are received. In addition, many publications have been authorized which our editorial assistants have not yet found time to prepare and which cannot be delegated to volunteers.

An employment Assistant. The demands for this service come from all over the country. It has already grown quite beyond our ability to handle adequately, and this practically without stimulation on our part. We believe it should be kept free so that we can always be in a position to recommend anybody in the profession whether he or she is registered with us or not, and because the little library which can be most helped by our advice would be least able to pay for the service. If this work is allowed to grow naturally it will eventually require more than one assistant.

Clerical Assistants. Even now we need an assistant bookkeeper, a file clerk and additional stenographers. As the work grows we shall need more assistants at the ratio of at least one clerical assistant to each professional assistant.

Travel, Supplies, Equipment. These must obviously be increased as the assistants and the work increase.

A. L. A. Headquarters Building. We now occupy about 2000 square feet of floor space on the second floor of the Chicago Public Library Building, corner Washington Street and Michigan Avenue. The annual rental value is estimated at from \$6000. to \$8000. The Public Library supplies this (and has done so since 1909) without charge. It also supplies free light, heat and janitor service. The space is now very much needed for public library purposes. Also we are much over-crowded, with our nineteen full and part time employees and our necessary supplies and publications, (for it is shipping room as well as office.) We also occupy large storage space in the Newberry Library and have some files and other material stored in the John Crerar Library, the New York Public Library, and the Library of Congress.

Without any considerable expansion of activities the A.L.A. ought to have ten or twelve thousand square feet of floor space. As the work is enlarged much more space will be needed. A reasonably adequate building of our own should contain not less than 30,000 square feet of floor space. Any provision for a building should carry with it adequate provision for its maintenance.

A Professional Library. We have never had a good professional library. Much that has come free of charge has been given away because we did not have room to shelve it or assistants to organize it. Yet it is doubtful whether any agency anywhere could use to so great advantage a comprehensive organized collection. Much of the needed material could be obtained free of charge.

Exhibit of Library Appliances. From the beginning of the permanent A.L.A. Headquarters the need has been felt for a representative collection of furniture, equipment and supplies, constantly renewed by the addition of the latest devices. There should also be exhibit collections of some of the best children's books, a more adequate collection of library building pictures and plans, and numerous other exhibits for lending purposes.

Textbooks on many subjects are needed by library schools, training classes and apprentices. It will be a long time before they are written unless some plan is developed which will enable a chosen person to take a leave of absence with pay for the purpose of preparing a manuscript for publication. Some of the best people in the profession might by some such means be enabled to make a permanent contribution which otherwise would not be made.

Bibliographies for Scholars. There is a constantly recurring need for some sort of subvention for the preparation and publication of scholarly bibliographies which no single library can undertake because of the expense and labor involved. Much could be accomplished in a period of years with a comparatively small annual sum for editorial and printing expenses.

More Publications for free Distribution. Some thousands of our smaller publications are now distributed free. Many more thousands could be used to advantage. Reading courses and reading lists do promote reading and study - in other words, adult education - and it is only by (a properly controlled)

free distribution that they can be made to reach large numbers of people. A wide free distribution of county and school library leaflets in the immediate future would undoubtedly hasten the establishment of such libraries according to recognized standards.

The Survey. The A.L.A. has a Committee of Five on Library Service, created to make a comprehensive study of library methods and practice, and to publish its findings. For this important work a staff of paid people is needed to work under this Committee's direction.

A Census of Material Available for Research in the Large Libraries would, at a comparatively small cost, increase materially the usefulness of these libraries to isolated students.

Special Studies should be made from time to time of cost accounting, of reading in typical rural communities, of the economic and social conditions in typical cities and the library's relation thereto, of the service of the library as an agency for adult education, and of other similar subjects.

Institutes. Other educational projects are often advanced by the holding of institutes and conferences called for special purposes. It is possible that such meetings held in states where libraries are few might do much to hasten the establishment of libraries where they do not now exist.

Model County Libraries established and maintained in backward states would point the way and set the example to other counties. They would show how trained library service might be made available to the smallest community and the most remote district.

More Money for Committees. A. L. A. committees work not only for the profession as such, but also for library service in general. They frequently form the connection between the A.L.A. and outside agencies. Committee members do most of their work at their own expense, not even being reimbursed for postage, stationery, etc. Every committee should have an apportionment of funds at least sufficient to cover such items, and some of them should have more

These suggestions do not for the most part involve new projects; they represent normal and necessary expansion if the American Library Association is to do somewhat adequately what it has undertaken. The work which the A.L.A. does for the members themselves has not been stressed. That work is paid for from membership funds, and is being strengthened as the membership increases. But the other things which ought to be done in the interest of popular education or to meet the needs of scholars require large sums of money which can not be obtained from librarians (because they do not have much money) or from libraries (because by their very nature they are prevented from making contributions for work outside their own jurisdiction).

I believe the American Library Association is so keenly interested in these (and similar) objects that it would welcome an endowment or annual subvention on any reasonable terms relating to its custody and control.

The officers of the Association will appreciate an opportunity to answer questions and to give further information on any of the items mentioned in this statement.

(signed) CARL H. MILAM

Secretary,
American Library Association.

78 E. Washington Street,
Chicago, Illinois.
November 24, 1922.

EXHIBIT H

MASSACHUSETTS LIBRARY CLUB

Office of the President
Newton Free Library
Newton, Massachusetts

December 21, 1922

Mr. Carl H. Milan, Secretary
American Library Association
78 East Washington Street
Chicago, Illinois

Dear Mr. Milan:

Christmas greetings to you and yours!

Inasmuch as the A.L.A. is to meet in the Southwest, a number of us, around this little corner of the world, thought that it might be well to have a sectional meeting of the A.L.A. here. In order to do this it is necessary, I presume, to obtain the consent of headquarters. If we had this it would probably be somewhere around the middle of June, and at one of the shore resorts. Swampscott, Rye and York have all been mentioned.

Does the A.L.A., in case of a sectional meeting, make some contribution, either in money or service? This would seem to me necessary, otherwise it becomes simply a bi- or tri- or sept-meeting, much the same as Massachusetts, Rhode Island, and Connecticut are to hold in Providence on January 25th and 26th. What is the distinction between a sectional meeting and a tri-state meeting, say? We thought at first to make this on all New England meeting, but then the suggestion was made that it be a sectional meeting for the Northeast.

Is this desirable from headquarters' point of view, or do you feel that it would lessen the attendance at Hot Springs?

Sincerely yours

/s/ HAROLD T. DOUGHERTY