

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Hotel Eastman, Hot Springs, Ark.
April 23, 1923. 1:00 p.m.

A meeting of the Executive Board was held in the Hotel Eastman, Hot Springs, Arkansas, Monday, April 23, 1923, at 1:00 p.m.

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

Minutes: The minutes of the meetings held December 27 and 29, 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.)

Temporary Chairman of Committee on the Fiftieth Anniversary†
The Executive Board, by correspondence, February 21, 1923

VOTED: That the President and Secretary be authorized to appoint a temporary chairman of the Committee on the Fiftieth Anniversary of the A. L. A.

Leave of Absence for Miss Bogle: The Executive Board, by correspondence, March 22, 1923

VOTED: That the Executive Board of the American Library Association grant Sarah C. N. Bogle, Assistant Secretary, a leave of absence for three months, without pay, to organize and conduct a summer library school in Paris and to make certain investigations concerning the need for library training; this to be done under the supervision and at the expense of the American Committee for Devastated France.

Election:

VOTED: That the election be held on Wednesday, April 25, from twelve to three and from five to six.

Resolutions Committee: The following members were appointed:
Walter L. Brown, Pearl I. Field and W. E. Henry.

Executive Board
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Finance Committee: Chairman Roden presented the report as printed in the Annual Reports, page 51.

VOTED: That the Report and the audits by certified public accountants be adopted.

Money for Russian Librarians: The Secretary reported that \$110.50 had been received since December Board meeting and that it had all been forwarded to the American Relief Administration by the Treasurer.

VOTED: That the action of the Treasurer be approved and that the Treasurer be instructed to forward any additional sums received for this purpose.

Transfer of Library War Service Activities: Mr. Meyer reported that he and the Secretary had had a conference with the new Director of the Veterans' Bureau, General Hines, in which General Hines promised a detailed investigation of the library service. He expressed the belief that the present Director is open-minded and will be fair to the library service.

Miss Bogle reported briefly on the investigation of the need for book service to ex-service men in institutions not served by the Government. She stated that library commissions and state prisons had been circularized and that 91 institutions reporting from 45 states indicated a total of 10,500 ex-service men in the institutions. After the information was obtained from the prisons the commissions were circularized again and Miss Carey was engaged to survey typical county jails.

Appropriation for the Navy: Mr. Meyer explained that conditions which have prevailed during the last few years continue and that the Navy needs \$6,000 for another year, especially for the salaries of two experienced field representatives.

VOTED: That \$6,000 be paid from the A.L.A. War Funds to the Navy for use in maintaining library service for the year 1923-24.

Books for Europe: Referring to the appeal for books for Europe made by the Committee on Library Cooperation with other countries at the request of the Executive Board, the Secretary stated that the expense could for the present be paid from the miscellaneous item in the War Funds Budget.

Laura Spelman Rockefeller Memorial appropriation: The President having informed the Executive Board of the following resolution passed on April 7, 1923, by the Trustees of the Laura Spelman Rockefeller Memorial, namely:

RESOLVED, that the sum of \$10,000 be, and it hereby is, appropriated to the American Library Association, to be used as a fund

against which foreign libraries may draw in the purchase of American books and periodicals, under such regulations as the Association may establish,

and of his acceptance of this grant on behalf of the American Library Association, it was

VOTED: That the action of the President in accepting this grant for the purpose specified be ratified.

VOTED: That the action of the President in appointing a committee, to be known as the Books for Europe Committee, to administer the fund be also ratified.

The President informed the Board that, pending such ratification, he had appointed as such Committee the following: H. M. Lydenberg, chairman, W. W. Bishop, J. T. Gerould and H. H. B. Meyer.

It was also

VOTED: That the sum of \$10,000, when received from the Laura Spelman Rockefeller Memorial by the American Library Association, be appropriated to the Books for Europe Committee for the purposes indicated in the vote of the Laura Spelman Rockefeller Memorial, provided the Finance Committee approves.

There was discussion of whether this should be brought to the attention of the Council. It was agreed that this is not a matter of policy but that Mr. Utley should report it to the Association, suggesting perhaps a vote of thanks.

Miss Bogle's Salary: On the recommendation of the Secretary, it was

VOTED: That Miss Bogle's salary be made \$4,000 a year effective September 1, 1923.

Miss Bogle as A.L.A. representative in Europe: On the recommendation of the Secretary, it was

VOTED: That Miss Bogle be authorized to represent the American Library Association as occasion may offer during the time she is in Europe in the summer of 1923 and that she be requested to report to the Executive Board on the American Library in Paris, the library work of the American Committee for Devastated France and on such other matters as are likely to be of interest to the Executive Board.

Committee on Ethics of Librarianship. President Utley reported that there had been difficulty in getting people to serve on the Ethics Committee, the appointment of which has been authorized at a previous meeting of the Executive Board. It was taken by consent that this matter be referred to the incoming President and Executive Board.

Committee on Foreign Periodicals of the War Period: Attention was called to Mr. Lydenberg's recommendation, and it was

VOTED: That the Committee be discharged.

The meeting adjourned.

Respectfully submitted

Carl H. Milam
Secretary

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

Hotel Eastman, Hot Springs, Ark.
April 24, 1923, 9:45 a.m.

A meeting of the Executive Board was held in the Hotel Eastman, Hot Springs, Arkansas, Tuesday, April 24, 1923, at 9:45 a.m.

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

Committee on Schemes of Library Service:

VOTED: That the name of the Committee on Standardization of Libraries be changed to Committee on Schemes of Library Service.

Committee on Committees:

VOTED: That the statement of the "Functions of A.L.A. Committee," presented by the Committee on Committees be adopted. (Exhibit A). (See Annual Reports, 1922-23, pp. 20-24.)

Ways and Means Committee. The report of the Ways and Means Committee (Exhibit B) was read. Dr. C. W. Andrews, Chairman, was invited in to take part in the discussion. The opinion of Chapman, Cutler, and Parker, dated April 21, 1923, was read. (Appendix C).

Further Legal Opinion Desired. The Secretary was instructed to ask the attorney's opinion on the following question: Are we really incorporated under the laws of Massachusetts when we do not hold our annual meetings in that Commonwealth?

Definition of the Status of Trust Funds referred to Council.

VOTED: That the recommendation of the Ways and Means Committee concerning the defining of the status of trust funds be referred to the Council.

Statement about Organization of A.L.A.

VOTED: That a statement of the organization of the Association be prepared by the Ways and Means Committee to be used with other statements about the American Library Association and its needs with the understanding that such statement is to be approved by the Executive Board before being published and distributed.

War Funds in Endowment Fund. There was discussion of the possibility and advisability of putting some of the War Funds into an endowment, the income of which would be used for purposes germane to those for which the money was given. No action was taken.

Trust Company as Agent Trustees Endowment Fund.

VOTED: That the Executive Board ask the Council to instruct the Executive Board to employ a trust company as agent of the Trustees of the Endowment Fund.

Audit by Certified Public Accountants. It was taken by consent that the Chairman of the Ways and Means Committee would ask the Council to instruct the Executive Board to cause the accounts of the Association, including the Endowment Funds, to be audited annually by a Certified Public Accountant.

Form of Bequest:

VOTED: That the following form of bequest suggested by the attorneys be adopted:

I hereby give, devise and bequeath to the American Library Association, a charitable and educational association organized under the laws of the Commonwealth of Massachusetts and the executive offices whereof are located in the City of Chicago, Illinois, the sum of -

Perpetual Members. Dr. Andrews, in response to a request, suggested the possibility of creating a permanent membership which would enable friends of a (deceased) librarian to provide a contribution to the Endowment Fund which would keep the name of the (deceased) librarian on the permanent roll of the Association. It was suggested that this matter be passed on without recommendation to the Fiftieth Anniversary Committee.

A.L.A. Representative at S.L.A. Meeting.

VOTED: That Ernest J. Reece be appointed the official representative of the American Library Association to the Special Libraries Association Conference in Atlantic City, April 23rd.

Hospital Libraries Committee. The recommendation of the Hospital Libraries Committee (Annual Reports, page 29) was brought to the attention of the Executive Board and it was agreed that the Secretary should notify the Committee that no action by the Board is necessary.

American Library Service. A letter of April 19th from Samuel H. Ranck, commenting on the conflict in name of American Library Service (publishers) with the American Library Association was read. No action was taken.

American Legion Conference on American Flag. A letter of April 5th from Garland W. Powell, National Americanism Commission of the American Legion, was read, and it was

VOTED: That H. H. B. Meyer represent the American Library Association at a Flag Conference in Washington, June 14 and 15, called by the National Americanism Commission of the American Legion to decide upon rules and regulations governing the use of the American Flag.

Chapter Affiliation. * communication of April 18th (Exhibit D) from C. E. Wright of the Pennsylvania Library Association was read to the Board, and it was

VOTED: That the communication be referred to the Council Committee on Affiliation of State Chapters.

Mr. Stockbridge and the A.L.A. Criticism of the third paragraph in Frank Parker Stockbridge's introductory note to the Best Sellers in the January Bookman, page 650, was brought to the attention of the Executive Board, and it was

VOTED: That the Secretary write to Mr. Stockbridge that in the opinion of the Executive Board it would be advisable for him to discontinue the use of the words "in co-operation with the American Library Association," and suggesting that in the opinion of the Board it will not be inappropriate for him to use, if he chooses, "in co-operation with American librarians."

A.L.A. Headquarters Building. The Secretary reported that the Council on April 23rd, Voted, That the Executive Board be requested to submit a list of cities which in its opinion should be considered for selection for the location of an American Library Association Headquarters Building and report such list to the Council of the Association at some session of this Conference, and that such list when approved by the Council be submitted to the Association for a mail vote.

After much discussion, it was

VOTED: That the Secretary present to the Council the names of the following cities: Boston, Chicago, New York, Philadelphia, St. Louis,

Washington, as being the names of cities where an American Library Association Headquarters building might appropriately be located, and that the Executive Board recommends to the Council that no further action be taken on this question until sufficient funds have been accumulated to indicate that the erection of a Headquarters Building may become a possibility; and that when such vote is taken the result shall be determined by an absolute majority vote of the members of the American Library Association and not by a mere majority of those voting.

VOTED: That funds contributed for an A.L.A. Headquarters Building be kept separate from other funds.

American Library in Paris. Mr. M. G. Wyer stated that in his opinion there was danger that the large projects formulated for the American Library in Paris, having to do especially with the extension activities, might result in losing sight of one of the purposes which was in the minds of the founders, namely: that it should serve as a demonstration of what American public libraries are. After some discussion, it was

VOTED: That Miss Bogle give consideration to this point and report when she returns from Paris on the advisability of sending a formal statement on the functions and purposes of the American Library in Paris to its Board of Trustees.

Meeting adjourned.

Respectfully submitted

Carl H. Milam

Secretary

ANNUAL REPORTS

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(3) **Salary Standards:** The working out for each class of positions of the salary standards which ought to be observed in a well administered library.

(4) **Standards of Library Support, Service, and Organization:** The formulation of fairly definite standards with regard to the amount of money taxpayers may reasonably be asked to contribute for library support, with regard to the services the public has a right to demand in return for the financial contributions it makes, and with regard to the best forms of library organization worked out to give this service.

(5) **Publication of Results:** The preparation of one or more publications, probably in pamphlet form, for distribution among librarians and others interested in the study.

The Bureau of Public Personnel Administration is willing to co-operate with the American Library Association in such a study if the work is undertaken in a manner that gives reasonable promise of success. To assure success, the American Library Association should designate one or more of its standing committees or create a special committee to have charge of the study; this committee should be made up of professional librarians whose recommendations would carry weight, who would take an active interest in the work at all stages and attend meetings at which policies are formulated, methods of carrying on the work determined, and decisions made as to important points, and who would be able to direct and co-operate with the detailed staff which of necessity would have to do the bulk of the work. This committee should be given perhaps a year to assemble and analyze data, formulate its findings and recommendations, and circulate its tentative report among librarians for comment and criticism pending the time it reports back to the American Library Association. No part of the work should be undertaken except in the manner determined and approved by the committee and the committee itself should have the power, it would seem, only to carry on the study and make a report to the American Library Association which the Association might approve, reject, or amend as it sees fit.

If these conditions, modified in any manner that seems proper, can be met, the Bureau of Public Personnel Administration will undertake to assist in all proper ways in carrying on the work. It will provide for the necessary clerical and other work involved in

gathering and analyzing data, formulating plans and suggestions, and the like; provide stationery and postage to any reasonable extent; assign to the detailed staff such members of its staff as are familiar with the planning and carrying through of large classification and salary standardization studies; and finance the printing of any pamphlets or other publications which may result from the study. Any members of its staff assigned to help with the study would, of course, work under the guidance of the committee in charge of the study.

I trust that this letter will set forth in sufficient detail the purposes of the study, the obligations the committee selected by the American Library Association would have to assume in directing the work and the assistance the Bureau of Public Personnel Administration would give under the direction of the Association's committee. If you consider any modification necessary, however, or if you think any point needs further elucidation, I should be glad to have you take up the matter with me.

Very truly yours,
BUREAU OF PUBLIC PERSONNEL
ADMINISTRATION,
W. F. WILLOUGHBY, Director.

COMMITTEE ON COMMITTEES

This committee was instructed to "this year give special attention to the preparation of very brief statements about the duties of all committees (i.e., a short statement about each) —these statements to be used in the *Handbook* annually."

We find that considerable work had already been done by the previous committee. Particularly had such statements been prepared and submitted in the report of the committee to the Swampscott conference in 1921. (See *Annual Reports* 1920-21; p. 25-35.)

We have therefore taken as a basis the statements above referred to, have referred each to the committee chairman concerned, and have asked for approval of the statement as expressing present functions or for such addition or amendment as is necessary to make the statement true at the present time.

For committees formed since that time and for committees not represented in that report by such a statement, a brief statement of

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the Board of Trustees and the requirement of an annual audit by certified public accountants.

the Committee which approved for discussion certain tentative rules for the cataloging of incunabula of which descriptions have already been published. The "tentative rules" were published in the *Bulletin* of the Association (vol. 16, page A17, Nov. 1922) and in the library press. They have elicited marked dissent from certain members of the Committee, particularly Messrs. Hanson and Josephson. These tentative rules were sent to John Minto, secretary of the corresponding committee of the Library Association, and it is understood that they are under consideration by that committee. Up to the date of writing this report, no word has come from the British Committee except an acknowledgment of the reception of the copies sent.

For the Committee,
WM. W. BISHOP, Chairman.

CIVIL SERVICE RELATIONS

At the mid-winter meeting of the Council the chairman presented the proposal of the Institute for Government Research offering to have its Bureau of Public Personnel Administration make, in co-operation with the American Library Association, a study of library personnel problems. It was voted that the proposal be referred to the Committee on Civil Service Relations and the Committee of Five on Library Service. (*A.L.A. Bulletin*, Jan. 1923, pp. 12-14).

The proposal as already in print has been further elaborated and the objects to be accomplished are stated in the attached letter from Dr. W. F. Willoughby, the director of the Institute for Government Research.

The Committee believes that the proposal is a most generous one, that the proposed study promises to render a large service to librarianship and that the offer should be accepted.

The Committee recommends that a new committee be established. Such a committee should be at once representative in character in that it should have representatives from such other committees as those on Library Service and on Standardization, and should be made up of members who could attend the frequent meetings required properly to direct the study. Most such meetings would need to be held in Washington (where the

Bureau of Public Personnel Administration is located) and perhaps some in New York.

G. F. BOWERMAN, Chairman,
C. F. D. BELDEN,
M. J. FERGUSON,
J. T. JENNINGS,
C. B. RODEN,
P. L. WINDSOR.

See also Library Service (Committee of Five), Appendix, special report on Proposal of Institute for Government Research, page 35.

Appendix

Letter from Bureau of Public Personnel Administration

Dear Dr. Bowerman:

It has been suggested that in order to enable you to place before the proper committees the proposal for a study of library personnel problems to be made by the Bureau of Public Personnel Administration that I submit to you a definite statement as to the purposes of the study, the manner in which the work would be conducted, and the part the American Library Association and the Bureau would have in carrying on the study.

It seems to me that if any thorough study of the personnel problems involved in library administration is undertaken, the objectives should be about as follows:

(1) **Classification of Positions:** A grouping of positions in the various kinds of libraries (public, private, state, college, school, special, and extension) into suitable classes, each with an appropriate title, with such definition of the kinds of positions to be included in the class as may prove to be desirable, and with a statement of the education, experience, skill, knowledge of library practice, personal traits, and other qualifications as may be found to be essential for the proper performance of the duties of the positions included in the class. Such a grouping into and definition of classes of positions is now generally recognized as essential for the scientific handling of personnel problems in any organization or profession.

(2) **Tests of Qualifications:** The working out of a series of tests embodying the best practice developed by librarians and others to discover which applicants for any class of positions possess the minimum qualifications requisite for the proper performance of the duties of the position sought and to determine the relative fitness of those who meet the requirements.

functions has been prepared and submitted. For certain committees whose functions are definitely set forth in the Constitution or By-laws, a reference to that source of authority is deemed sufficient. The chairmen of the various committees have responded to these requests, and we are indebted to them or to the report of the Committee on Committees of 1921 for such success as we may have achieved in fulfilling the task assigned to us. The result of the compilation of these statements is presented in the Appendix attached to and made a part of this report.

We believe that this series of statements brings us to a definite stage in the organization of this matter. These statements when acted upon give a definite point of departure for further consideration if deemed desirable. Some of the problems involved are set forth in the 1921 report of the committee above referred to. Some of the recommendations therein have already been acted upon. We suggest your further consideration of the other matters contained in that report and such action as may be required to bring the whole subject into focus at the present time. It may be then referred to the next Committee on Committees with instructions to proceed from this point along such lines as may be directed.

With the 1921 report before us and having in mind such recommendations as have come up in the correspondence with the various committee chairmen, this year we offer the following suggestions as to some of these next steps.

A. The definite grouping of our committee organization into standing and special committees, the former having indefinitely continuing functions and the latter expected to reach final conclusions within some fairly predictable time.

B. 1. Consideration of the functions of each committee to ascertain any overlapping or duplication that may exist, or any extension of functions that may be desirable for most effective results. 2. Conference upon this with the chairman of the committee and the president and secretary of the Association. 3. Recommendation to the Executive Board for such action as may be deemed necessary to further perfect our committee organization.

C. The adoption of the practice, in appoint-

Personnel Administration
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 BOWERMAN, Chairman,
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 this with the chairman of the committee and
 the president and secretary of the Association.

3. Recommendation to the Executive Board
 for such action as may be deemed necessary
 to further perfect our committee organization.

C. The adoption of the practice, in appoint-

ing committees in the future, of definitely
 designating each as standing or special, and
 the specific inclusion in the terms of its ap-
 pointment of a definite statement of functions
 and limitations.

We submit the foregoing remarks as mat-
 ters for future consideration rather than as
 recommendations for action. In view of the
 comprehensive report of 1921 and the terms
 of our own instructions for this year we
 have deemed it our duty to try to reach some
 expression of present status, even though it
 must be vague or unsatisfactory in some
 cases. If some starting point can be adopted,
 however temporary, preparations can be made
 for advance along some definite course toward
 some definite goal.

All of which is respectfully submitted.
 C. B. LESTER, Chairman.

Appendix
 Functions of A.L.A. Committees

A tentative statement of the present func-
 tions of each committee, subject to such re-
 vision, amendment, extension, or limitation
 as may be necessary and possible more accu-
 rately to express the grant of authority from
 the Association. All statements take for
 granted the requirement to make reports and
 recommendations from time to time.

Bibliography. To represent the Asso-
 ciation in all bibliographic undertakings and
 projects, national or international in scope, in
 which the committee may deem representation
 or co-operation desirable, or in which the
 Association is invited to participate.

Bookbinding. A committee of experts
 to act in an advisory capacity to the member-
 ship at large on any matters pertaining to
 binding of books, periodicals and pamphlets,
 and to the care and repair thereof; to confer
 with the existing organization of library bind-
 ers regarding methods and standards of bind-
 ing and with the National Association of
 Book Publishers regarding qualities of paper
 and the general make-up of books as suited to
 library use.

Book Buying. Rather a committee on
 book prices than on book buying. To keep
 in touch with and report to the membership at
 large upon prices and discounts to libraries of
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book trade, and before legislative bodies in controversies relating to price maintenance, terms, copyright, and kindred questions.

Cataloging. A committee of experts to advise the membership at large on the practice of cataloging, and to act as a tribunal with final jurisdiction in interpreting and revising old rules and formulating new ones.

Civil Service Relations. To confer and co-operate with organizations devoted to problems of public personnel administration with special reference to library workers.

Committees. See By-laws, section 18.

Constitution and By-Laws. See Constitution, sections 27 and 28.

Council Program. See By-laws, section 16.

Decimal Classification Advisory Committee. To confer with the editors of the Dewey Decimal Classification, offer advice as to the inclusion and location of new subjects and schedules, and in general, to represent American library interests in the development and application of the Decimal classification.

Editorial. See By-laws, section 17.

Education. To advance the cause of library service in educational institutions, primarily but not exclusively those under public control and supported by taxation, and to promote and direct relations between the two tax-supported educational agencies, the public library and the public school.

Elections. See By-laws, section 8.

Federal and State Relations. To consider all matters involving legislative or governmental action affecting libraries; and to represent the Association in legislative or governmental hearings and negotiations.

Fiftieth Anniversary (Committee of Twenty-five). 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.

(Note: See A.L.A. *Bulletin*, January 1923, p. 26.)

Finance. See Constitution, section 15.

Foreign Periodicals of the War Period. To secure better service for libraries in the completion of files of periodicals issued in Germany and Austria during the war period.

Hospital Libraries. To promote organized libraries in all of the larger hospitals as

a distinct department of the hospital, maintained by an appropriation and administered by a trained and experienced librarian; to interest public libraries to extend professional service in the way of book collections and supervision in the smaller hospitals.

Institutional Libraries. To promote the cause of organized library service in institutions other than hospitals, especially in prisons and other correctional institutions and those for dependent and neglected children, and to render all possible aid in bringing this about.

International Relations. To consider questions involving international relations of the Association as such, and to represent it or advise the Executive Board as to representation or participation in affairs of international import.

Joint Committee of Seven. To consider as to appropriate activities which might be jointly undertaken by the American Library Association and the Special Libraries Association. (Note: Copied from 1921 report.)

Legislation. To keep itself and the Association informed on current American library legislation, state and federal, and to prepare a digest of all library laws, of more than local import, enacted during the year.

Library Administration. To consider and report improvements in any department of library economy not specifically assigned to another committee, and make recommendations looking to harmony, uniformity and co-operation with a view of economical administration.

Library Co-operation with Other Countries. To respond to calls from abroad for assistance and advice in the application of American library methods, and to render to American libraries information and assistance with regard to foreign libraries.

Library Co-operation with the Hispanic Peoples. To serve as a medium for the exchange of information, advice and assistance between the libraries and the library organizations of the respective countries, especially as to the development of publications in other countries, the names of publishers and booksellers, and the acquiring of books, reviews and magazines published in the American countries.

Library Revenues. To continue the study of the subject of library revenues, and

especially to report upon revenues and university, normal school, high and elementary school libraries. Based upon A.L.A. *Proceedings*, December, p. 205. No statement received from chairman.)

Library Service (Committee) To prepare a survey of the present American libraries.

Library Training. To invest time to time the whole subject schools and courses of study, and results of its investigations, with recommendations.

Membership. To solicit new and to make recommendations to the Association concerning membership dues service rendered to members. (Note: Statement from Mr. Milam, page 4.)

National Certification and Training. To investigate and promote the professional certification of librarians, including suggestion and evaluation of library agencies as may be necessary for the purpose of recommending standards for library certification.

Nominating. See By-laws, section 8.

Oberly Memorial Fund. (Note: See A.L.A. *Bulletin*, January 1923, p. 26.)

Program. To prepare program for general sessions at the annual conference and also schedules of all meetings of societies, sections, and other groups in connection with the annual conference. (Note: Statement from Mr. Milam, page 4.)

Public Documents. To take cognizance of all matters relating to public documents issued in the United States whether state or municipal, and matters relating to official publications of foreign governments.

Publicity. To advise and assist in quarters in publicity for libraries, the Association and for the conferences. To gather publicity information and serve as clearing house of publicity methods and service for the membership at large.

Reciprocal Relations with Other National Organizations. To advance co-operation and arrange for the establishment of reciprocal relations between public libraries and various activities and interests represented by national organizations; also to arrange

department of the hospital, main, an appropriation and administered and experienced librarian; to public libraries to extend professional the way of book collections and in the smaller hospitals.

Special Libraries. To promote the organized library service in institutions than hospitals, especially in prisons, correctional institutions and those of the poor and neglected children, and to possible aid in bringing this about.

International Relations. To consider involving international relations of the Executive Board as to represent participation in affairs of international.

Committee of Seven. To confer appropriate activities which might be undertaken by the American Library Association and the Special Libraries Association. (Note: Copied from 1921 report.)

Legislation. To keep itself and the Association informed on current American legislation, state and federal, and to digest of all library laws, of more importance, enacted during the year.

Administration. To consider improvements in any department of the economy not specifically assigned to the committee, and make recommendations to harmony, uniformity and growth with a view of economical administration.

Co-operation with Other Countries. To respond to calls from abroad for information and advice in the application of library methods, and to render to foreign libraries information and assistance.

Co-operation with the Hispanic Countries. To serve as a medium for the exchange of information, advice and cooperation between the libraries and the library associations of the respective countries, especially to the development of publications in the Hispanic countries, the names of publishers and the acquiring of books, magazines published in the American countries.

Revenues. To continue the study of the subject of library revenues, and

especially to report upon revenues for college and university, normal school, high school, and elementary school libraries. (Note: Based upon A.L.A. *Proceedings*, Detroit Conference, p. 205. No statement received from chairman.)

Library Service (Committee of Five). To prepare a survey of the present work of American libraries.

Library Training. To investigate from time to time the whole subject of library schools and courses of study, and report the results of its investigations, with its recommendations.

Membership. To solicit new members and to make recommendations to the Association concerning membership dues and the service rendered to members. (Note statement from Mr. Milam, page 4.)

National Certification and Training. To investigate and promote the professional certification of librarians, including such investigation and evaluation of library training agencies as may be necessary for the purpose of recommending standards for library certification.

Nominating. See By-laws, section 8.

Oberly Memorial Fund. (Note: See A.L.A. *Bulletin*, January 1923, p. 26.)

Program. To prepare programs for the general sessions at the annual conferences, and also schedules of all meetings of affiliated societies, sections, and other groups held in connection with the annual conferences. (Note: Statement from Mr. Milam.)

Public Documents. To take cognizance of all matters relating to public documents issued in the United States whether federal, state or municipal, and matters relating to the official publications of foreign governments.

Publicity. To advise and assist Headquarters in publicity for libraries, for the Association and for the conferences; also to gather publicity information and serve as a clearing house of publicity methods and advice for the membership at large.

Reciprocal Relations with Other National Organizations. To advance the possibility and arrange for the establishment of co-operation between public libraries and various activities and interests represented in national organizations; also to arrange for

Association representation at meetings of such organizations where feasible.

Recruiting for Library Service. To present the claims of librarianship as a vocation to young people.

Resources of American Libraries. To co-operate with other national organizations in a study of existing resources for investigation and in an attempt to work out a program of collection which would result in the purchase of material in lines not now covered and in the elimination of unwise duplication.

Revision of Adams' Manual of Historical Literature. To co-operate with a similar committee of the American Historical Association in preparing a *Guide to historical literature*.

Salaries. To continue the investigation of the salary question.

Standardization of Libraries. To prepare and recommend for consideration a scheme of standardized library service applicable to different sizes of public libraries. (Note: Statement based on letter from the chairman. The chairman urges that the name of the committee be changed to Committee on Schemes of Library Service, since the committee is actually so functioning and is so recognized.)

Transfer of Library War Service Activities. To consider questions pertaining to the transfer of A.L.A. War Service activities to the government or other agencies and make recommendations to the Executive Board. The committee has "power to make decisions." (Note: Statement from Mr. Milam, p. 6.)

Travel. To give attention to obtaining special rates and special service for conferences and arranging for post-conference trips.

Union List of Periodicals. To advise with H. W. Wilson and the H. W. Wilson Company, and to supervise the execution of Mr. Wilson's plan for a national union list of periodicals.

Ventilation and Lighting of Public Library Buildings. To investigate and report upon progress and development in the field of lighting and ventilation for libraries. (Note: Copied from 1921 Report. No statement received from chairman.)

Ways and Means. To consider and advise the Executive Board from time to time

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regarding suggestions for increasing the income and endowment of the American Library Association.

Work With the Blind. To report on conditions and accomplishments of libraries for the blind and other matters of interest in connection therewith, and to encourage the establishment of such libraries.

Work With the Foreign Born. To extend the knowledge and use of libraries among the foreign born, and to assemble a body of information and practice relating to work in this field.

CONSTITUTION AND BY-LAWS

This Committee's report was printed in the *March Bulletin*.

DECIMAL CLASSIFICATION ADVISORY COMMITTEE

The Advisory Committee on Decimal Classification have had under consideration for incorporation in the Eleventh Edition, which was issued late in 1922, expansions of

069 Museums
650 Business
960 Africa.

On each of these subjects suggestions were submitted by the Committee which were duly considered by the editors and several of which were followed by them.

The chairman presented to the editors at a conference at the Lake Placid Club in October the desire of the Committee that in addition to the full tables there should be available an abridged edition for the use of libraries in shelving books. It was found that the plans for future editions provided for issues in three forms, outline, abridged, and full.

The chairman also represented the Committee at a conference of those especially interested in the subject of Business Management, 658, held in New York City in October. Two schemes had been proposed differing rather widely in scope and details. The conference appointed a small committee, of which the chairman was one, which was able to work out a general plan acceptable to all, leaving the details for further study. The results of this work will very soon be published as a separate and will be incorporated in the next edition.

At the Lake Placid conference Dr. Dewey announced his gift of the copyright to the Lake Placid Club Education Foundation upon the conditions and for the purpose mentioned in the preface of the Eleventh Edition and since published in the library journals.

Respectfully submitted,
CLEMENT W. ANDREWS, Chairman.

EDITORIAL COMMITTEE

The Editorial Committee held a meeting at Detroit, June 28, 1922. Numerous publications were considered and specific recommendations were made to the Executive Board, all of which were approved.

Members of the Committee have considered publication activities by correspondence which will probably lead to action at the next meeting.

The formal report on publications will be found in the Secretary's report and supplements thereto.

Respectfully submitted,
HILLER C. WELLMAN, Chairman.

EDUCATION

A meeting of the Education Committee was held in December during the mid-winter meeting.

In the absence of the chairman, Martha Pritchard of Detroit presided. Other members of the committee present were Mr. Certain, Miss Avery, Miss Cutter and Miss Hazeltine. There were also representatives from various states and the discussion was lively and helpful. The concrete results of the meetings were these:

1. Mr. Kerr asked the College Section of the conference if they cared to start some committee work on standards for the college library, as his work with the measuring stick had led to requests for such information from some small college libraries. They were interested and the retiring president was asked to appoint such a committee in conjunction with the Library Department of the N.E.A.

2. The N.E.A. Library Department volunteered to distribute copies of the library objectives of the Education Committee to the state boards of education with a letter commending their attention. It was also urged that normal schools be stimulated to take

To the Executive
The American
78 East Wacker
Chicago, Illinois

Gentlemen:

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by certified persons

"EXHIBIT B"

To the Executive Board,
The American Library Association,
78 East Washington Street,
Chicago, Illinois.

Gentlemen:

Your Committee on Ways and Means respectfully report that after preliminary correspondence they held a meeting at Chicago on December 28, 1922.

They had before them the draft of a statement of the present finances and future needs of the Association prepared by the Secretary. They expressed general approval of this statement without endorsing all details and expressly reserving to the Council all questions of new policies. They also agreed that the statement should more explicitly indicate that there was no intention on the part of the Association to supplant state and local authorities now acting but rather to favor the formation of such bodies where they do not now exist.

This action was communicated to the Secretary at once.

The Committee, after discussion, were of the opinion that an increase of dues of individual members cannot be secured and that in all probability an increase of those of institutional members would not increase the income of the Association. They felt that the additional income needed could be obtained only from gifts for special purposes and from the permanent endowment.

The latter receives the payments for life membership fees but this source alone will be insufficient and the Committee recommend that the Council consider whether or not an appeal for additional endowment should not be made in connection with the approaching celebration of the first half-century of the Association's existence.

The Committee feel that donors might reasonably ask for a more definite status of such trust funds and they recommend that legal advice be secured both in regard to re-incorporation in view of the present anomalous situation of an Association incorporated under the laws of the Commonwealth of Massachusetts but having its headquarters in the State of Illinois; and also as to the preparation of a deed of trust, the employment of a Trust Company as agent or as a member of the Board of Trustees and the requirement of an annual audit by certified public accountants.

-2-

"EXHIBIT B"

If and when such action has been taken, they recommend that the brief statement of the organization of the Association, emphasizing these safeguards and calling attention to the responsibility of the Council for matters of policy be prefixed to the statement of finances and needs and be printed for distribution among possible donors.

The Committee suggest without prejudice that the Council might consider the question of whether any amount of the War Funds, say \$50,000, could properly be invested and held as an endowment for purposes germane to those for which it was given to the Association.

Respectfully submitted,

/s/ CLEMENT W. ANDREWS

Chairman.

March 7, 1923.

"EXHIBIT C"

Law Offices of
CHAPMAN, CUTLER AND PARKER
Harris Trust Building
111 West Monroe Street
Chicago.

April 21, 1923.

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

Dear Mr. Milan:

I trust you will pardon the delay which has intervened between receipt of your letter of March 29 and this the first opportunity enjoyed by me to give attention thereto.

Answering your inquiries, I beg to advise:

1. In my opinion there is no occasion for re-incorporating the Association in the State of Illinois. The Association, being a corporation not for profit, is not obliged under the law of Illinois either to qualify here or to become incorporated under our law in order to do business in this jurisdiction. While we have not been supplied with a copy of the articles of association, from a review of the law of Massachusetts in effect at the date of incorporation we are inclined to believe that the life of the Association is not limited. We know of no advantage which the Association could gain by reincorporating in Illinois or elsewhere, and we are inclined to believe there is some advantage from the standpoint of an Association of this type in being incorporated in Massachusetts. It gives the Association a kind of birth-place, and an atmosphere of Holmes and Longfellow.

2. I am inclined to believe that it would be advisable to prepare some sort of deed of trust or other instrument in respect of custody and administration of endowment funds now in hand and hereafter to be received. The making of such an instrument would constitute an evidence of determination on the part of the Association to give due care to the preservation of the principal of funds committed to it and to administer them in the best way.

3. You would, I believe, be wise to provide for the employment of a trust company as agent of the trustees in respect of the endowment funds. This would insure proper accounting, and would withdraw from the possession of the executive officers of the Association cash and securities constituting the endowment fund, and would thereby give added assurance that the income only of such funds would be available for the expenses of the Association. Of course any funds given to the Association for the discharge of current operating expenses, or given without limitation and expressly appropriated by the Association to the discharge of operating expenses, would not be committed to the charge of any such trustee, or withdrawn from the physical possession of the treasurer.

4. As to whether or not any other steps should be taken to safeguard the interests of the Association and the donors, I am somewhat at a loss. It occurs to me, however, that the Rockefeller Foundation, I think it is, - no, it was Mr. Carnegie when he was in the course of distributing his means - accumulated quite some experience in the examination of the accounts of charitable institutions, mostly institutions of learning. It is possible that by inquiry you would find a bureau which would either suggest a proper means or would itself be willing to make periodical examinations into the finances and activities of the Association and give to it a certificate or other evidence stating with what degree of fidelity the Association has observed the terms imposed by its various donors and to what extent it is accomplishing good in proportion to its means. Incidentally the making of this inquiry might itself produce some increase of those means. In other words, it might offer a good occasion to bring attention unto the Association where it would do the most good. Should there be no means whereby the Association can get the advantage of some such audit and inspection, the next best thing is to have a periodical examination of accounts by certified public accountants. Possibly you do that now.

5. As to a form of bequest to the American Library Association which would be suitable in all States, I believe that the following will accomplish the desired end:

"EXHIBIT C"

I hereby give, devise and bequeath to the American Library Association, a charitable and educational association organized under the laws of the Commonwealth of Massachusetts and the executive offices whereof are located in the City of Chicago, Illinois, the sum of -

Of course if a sum of money were given, the amount should be inserted, but if securities or other properties were given a description thereof should be inserted.

Recurring again to the subject of reincorporation under the laws of another State, it is the fact that were the Association incorporated under the laws of Illinois bequests to it by residents of Illinois would be exempt from inheritance tax in this State, but possibly by the same sign bequests would become subject to tax under the inheritance tax laws of Massachusetts in respect of bequests receive from residents of that State, and all things considered ^{there} is possibly greater probability of your receiving bequests from residents of Massachusetts than from residents of Illinois, though possibly your activities here may make this assumption erroneous.

Yours truly,

/s/ T.S. CHAPMAN

TSC.s.

CARNEGIE FREE LIBRARY

"EXHIBIT D"

Charles E. Wright, Librarian
DUQUESNE, PA.

- April 18, 1923.

Mr. Carl H. Milam,
Secretary American Library Association
78 E. Washington St., Chicago, Ills.

My dear Mr. Milam:

At the last meeting of the Pennsylvania Library Association, held in October, '22, the Committee on Affiliation with the A.L.A. made this report:

" Altoona, Pa., Oct. 25, 1922.
The Committee on Affiliation, after careful consideration of the provisions in the new basis of affiliation in the Constitution and By-laws adopted by the A.L.A. at Swampscott, deems it inadvisable to recommend favorable action by the Pennsylvania Library Association on this basis.

Your Committee, however, is by no means opposed to affiliation between the state and national associations, provided it can be done under conditions satisfactory to both organizations, - therefore, we request that this committee be continued, and instructed to take up the matter with the A.L.A., and if certain unsatisfactory provisions in the by-laws can be eliminated or modified, to report with favorable recommendation, at the next meeting of the Pennsylvania Library Association.

-(Signed) C.E.Wright, Chairman."

This report, with the recommendation included in the latter paragraph, was adopted, with practical unanimity.

As chairman of the committee I had endeavored to ascertain the sentiments of the members generally, and as a result of my inquiries I felt impelled to report as I did. We found the "average" member of the state association not at all opposed to affiliation, per se, and you will note that this sentiment has been recognized in the report, but

-2-

"EXHIBIT D"

we also found an almost universal feeling of reluctance to take the step, under the conditions imposed.

I find it difficult to put into words, briefly, the exact feeling that we have regarding this question. We believe that we shall, inevitably, experience a loss of "individuality" as a separate organization, a loss of "initiative", a loss of the tendency to continue in our slow but solid growth in vigor as well as in numbers, which our state association has.

In discussion we have found ourselves generally prefacing the word "chapter" by the word "mere", mentally if not audibly.

To use an illustration from mechanics, crude perhaps, but I think apropos: we are hospitable to the idea of being, as it were, a cog-wheel, engaging with the larger A. L. A. cog-wheel in work that can be done by co-operation between the two bodies, but we are repelled by the idea of becoming a mere cog, - one of many on the periphery of the big A. L. A. wheel.

Under the conditions enumerated in Sec. 11 of the By-laws, our state association would be dissolvable at the will of the Council, and while we recognize the fact that such a contingency is extremely remote, nevertheless we object to render our very existence subject to the disposition of another organization, however friendly.

Cordially yours,

/s/ C.E. WRIGHT,
Chairman Committee on Affiliation,
Pennsylvania Library Association.

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

Hotel Eastman, Hot Springs, Ark.
April 28, 1923. 12:45 p.m.

A meeting of the Executive Board was held in the Hotel Eastman, Hot Springs, Arkansas, Saturday, April 28, 1923, at 12:45 p.m.

Present: President Jennings, Misses Countryman and Freeman, and Messrs. Compton, Meyer, Roden, Tweedell; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Committees:

VOTED: That the following committee chairmen be reappointed:

- Bibliography - E. C. Richardson
- Bookbinding - Mary E. Wheelock
- Book Buying - M. L. Raney
- Books for Europe - H. M. Lydenberg
- Committee on Committees - C. B. Lester
- Constitution and By-Laws - Henry N. Sanborn
- Decimal Classification Advisory - C.W. Andrews
- Editorial - H. C. Wellman
- Education - Harriet A. Wood
- Elections - Helen A. Bagley
- Federal and State Relations - J. I. Wyer
- Finance - Carl B. Roden
- Hospital Libraries - E. Kathleen Jones
- Institutional Libraries - Miriam E. Carey
- International Relations - Herbert Putnam
- Library Administration - Franklin F. Hopper
- Library Cooperation with Hispanic Peoples - Peter H. Goldsmith
- Library Cooperation with Other Countries - W. W. Bishop
- Library Service - Arthur E. Bostwick
- Library Training - Malcolm G. Wyer
- National Certification and Training - Frank K. Walter
- Oberly Memorial Fund - Claribel R. Barnett
- Resources of American Libraries - J. T. Gerould
- Revision of Adams' Manual of Historical Literature - A. H. Shearer
- Salaries - Charles H. Compton
- Transfer of Library War Service Activities - H. H. B. Meyer
- Travel - F. W. Faxon
- Ways and Means - C. W. Andrews
- Work with the Foreign Born - Mrs. E. E. Ledbetter

Cataloging Committee.

VOTED: That Miss Margaret Mann be invited to accept the chairmanship of this Committee.

Publicity.

VOTED: That Nathan R. Levin be invited to accept the chairmanship of this Committee.

Reciprocal Relations.

VOTED: That this Committee be discontinued.

Recruiting.

VOTED: That Miss Althea Warren be invited to accept the chairmanship of this Committee.

Joint Committee of Seven. It was understood that the President would communicate with the President of Special Libraries Association about the reappointment of this Committee.

Work with the Blind. It was understood that the President would communicate with Mrs. Rider about the appointment of the chairman of the Committee on Work with the Blind.

Library Training Board. The resolution adopted by the Council at its meeting on April 24, 1923, providing for the creation of a Library Training Board, having been brought to the attention of the Executive Board, it was

VOTED: That the Executive Board create a Temporary Library Training Board of five members in accordance with the vote of the Council.

VOTED: That the appointment of the Temporary Library Training Board be referred to the President and Secretary with power.

VOTED: That the President and Secretary be authorized to communicate with the Carnegie Corporation with a view to obtaining funds for the Library Training Board.

Suggestions for a United States Bureau of Libraries. A communication from Joy Elmer Morgan (Exhibit A) was read to the Board.

VOTED: That the Committee on Federal and State Relations, or some other committee to be appointed by the President, be requested to draft a bill for a Bureau of Libraries in the proposed Department of Education, to be submitted to the Council at its meeting in December, 1923, in accordance with the suggestion in the communication of April 27, 1923, from Joy Elmer Morgan.

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VOTED: That the appointment of the Temporary Library Training Board be referred to the President and Secretary with power.

VOTED: That the President and Secretary be authorized to communicate with the Carnegie Corporation with a view to obtaining funds for the Library Training Board.

Suggestions for a United States Bureau of Libraries. A communication from Joy Elmer Morgan (Exhibit A) was read to the Board.

VOTED: That the Committee on Federal and State Relations, or some other committee to be appointed by the President, be requested to draft a bill for a Bureau of Libraries in the proposed Department of Education, to be submitted to the Council at its meeting in December, 1923, in accordance with the suggestion in the communication of April 27, 1923, from Joy Elmer Morgan.

Committee Appointments.

VOTED: That the President be given authority to appoint other members of the Committees and to fill any vacancies that may occur.

Committee on Library Training. The action of the Council at its meeting on April 24, 1923, suggesting changes in the statement about the functions of the Committee on Library Training in the report of the Committee on Committees (Annual Reports, 1923, page 23), having been brought to the attention of the Executive Board, it was

VOTED: That the word "schools" in the third line be changed to "training."

Resignation from Committee on the Fiftieth Anniversary. It was stated that the Committee on the Fiftieth Anniversary understood that Dr. Hill had resigned from the Committee and requested the Executive Board to urge him to reconsider and remain on the Committee.

VOTED: That the President be instructed to communicate with Dr. Hill, urging him to remain on the Committee on the Fiftieth Anniversary.

Filling Vacancies on the Fiftieth Anniversary Committee.

VOTED: That the President, Secretary and permanent Chairman of the Committee be empowered to fill all vacancies occurring in the Committee on the Fiftieth Anniversary.

Hospital Libraries Round Table Communication. A resolution adopted by the Hospital Libraries Round Table, April 26, 1923 (Exhibit B), was presented to the Board.

VOTED: That the President address a communication to the two Associations named in the above resolution, carrying out the general intent of the first resolution.

It was

VOTED: That the second resolution be referred to the Hospital Libraries Committee.

Inexpensive Editions. A communication from a Committee on Books in Chain Stores appointed by the Pacific Northwest Library Association was presented to the Executive Board (Exhibit C). An attractive 10¢ edition of "Treasure Island," published by Sears, was exhibited to the Board.

VOTED: That a Committee on Reprints and Inexpensive Editions be appointed to investigate reprints of standard books in inexpensive editions, especially as distributed through chain stores and similar agencies.

It was understood that the communication from the Committee of the Pacific Northwest Library Association would be referred to this new Committee.

Funds for the Committee of Five on Library Service. The Secretary reported that the Committee on the Fiftieth Anniversary voted to request the Executive Board to address a communication to the Carnegie Corporation, asking for an immediate grant of funds for the Committee of Five on Library Service in order that the survey might go forward without further delay and the results be available as the basis for the principal publication to be issued in connection with the Fiftieth Anniversary Celebration in 1926.

VOTED: That the President and Secretary be authorized to communicate with the Carnegie Corporation with a view to obtaining funds for the Committee of Five on Library Service.

A. L. A. Headquarters Building. Mr. Meyer spoke of the congested condition at A.L.A. Headquarters and of the need of giving consideration soon to other and more adequate quarters for the executive office of the Association. He suggested the possibility of raising \$100,000. and then of financing a building, a large part of which would be rented out, the rentals being used for upkeep, repairs, heating, lighting, taxes and carrying charges.

VOTED: That a Committee on Headquarters Building be appointed to investigate the question of suitable quarters for the executive office of the Association to cooperate with the Committee on Ways and Means in developing plans for raising money for a Headquarters building.

Communication from Lending Section. A communication from the Lending Section, urging that Mary U. Rothrock's paper on "The Censorship of fiction in a public library," read to the Lending Section, April 25, 1923, be given to some literary or general magazine, was brought to the attention of the Board. The matter was referred to the Secretary for action.

County Library Specialist. The following resolution adopted by the County Library Round Table, April 25, 1923, was read to the Executive Board: Resolved, That the Executive Board be asked to consider the addition of a county library specialist to the staff at the Headquarters of the Association.

After sympathetic discussion, it was agreed that the matter be taken under advisement until such time as the Association is able to finance a county library specialist at Headquarters.

Proposed Regional Conference. A communication from Dr. Shearer suggesting the possibility of an A.L.A. regional conference in connection with the New York State meeting at Silver Bay in the week of September 3 to 8 was read.

VOTED: That the communication be filed pending action by state library associations of adjacent states and that Dr. Shearer be notified of this action.

Next Place of Meeting. Communications from various cities were brought to the attention of the Executive Board and it was suggested that it would be appropriate to consider the advisability of holding a Conference in the Northeastern part of the United States (or in Canada) in 1924, in the Northwest in 1925 and in Philadelphia in 1926. The invitations from Providence were especially discussed.

VOTED: That the matter go over without prejudice until the next meeting and that the Program Committee be instructed to investigate possibilities in the Northeast.

The meeting adjourned.

Respectfully submitted

Carl H. Milam
Secretary

"EXHIBIT A"

Hot Springs, Arkansas
April 27, 1923.

Plan for a Federal Bureau of Libraries:

I. In view of the increasing probability of the early creation of a Federal Department of Education and of the reorganization and development of Federal educational activities that would immediately follow the creation of such a department:

Should the American Library Association through its Executive Committee not take immediate steps to work out a plan for a Bureau of Libraries within the Department of Education in order that a proposal representing the best judgment of the library profession may be pressed upon Congress as soon as the Department of Education has been created?

II. Inasmuch as such a project involves two types of activity, (one) that of formulating a program and (two) that of pressing for its adoption:

Should there not be appointed within the next few weeks a committee to draft a bill, which would be submitted to the profession at large for suggestions, after which it would be revised and adopted at the 1924 meeting as the legislative program of the Association?

Should not this first committee, consulting with the officers of the Association, recommend the personnel for a legislative committee of five persons who are in a position to do effective work to obtain the adoption of the proposed bill at the proper time?

III. In view of the danger of confusion of functions, which might make the Bureau of Libraries ineffective as a library promotion agency:

Should not the committee which formulates this program be instructed to define the purpose of the proposed Bureau as that of dealing with such problems as research in various fields of library service, library surveys, and the encouragement of library development as distinct from the administration of any type of direct library service?

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"EXHIBIT A"

There is considerable probability of a Department of Education being created within a year--almost certainty that it will be created within a few years at most--and it is my belief that the support of the great group of organizations which is now supporting the Education Bill could be enlisted for the support of a carefully conceived measure for a Bureau of Libraries charged with the Nation-wide development of libraries, more especially of free public libraries.

Joy Elmer Morgan.

"EXHIBIT B"

BE IT RESOLVED, that the Hospital Round Table of the 45th annual meeting of the A.L.A. submit a request to the Executive Board asking them to communicate a request to the American College of Surgeons and the American College of Physicians to include in their respective reports on Hospital Standardization a recommendation to the effect that hospitals shall call on the public libraries of their communities to be responsible for library service in such hospitals:

BE IT FURTHER RESOLVED, that the Executive Board appoint a committee to work out a unit plan of what may be expected in the term, adequate service, on a basis of 1000 beds in the terms of service and costs, to be forwarded with the first resolution to the respective secretaries of the American College of Surgeons as well as that of Physicians.

This resolution was passed by the Hospital Round Table at their second session, Thursday morning, April 26, 1923.

(Signed) Perrie Jones
Secretary.

April 26, 1923.

"EXHIBIT C"

The Committee on Books in Chain Stores as appointed January 17th, 1923, begs to report as follows:

In the absence of the third member of the committee a meeting was held by the two Seattle members January 24th and inquiries put in motion to determine whether the policy governing the selection of books rests with the local manager or with the home office, the quality and size of book collections in chain stores in cities and towns in different sections of the country and to inquire of Halderman-Julius whose list had attracted favorable attention if they purpose to supply retail booksellers.

In pursuance of this plan letters were written to twelve librarians in different sections of the country and to two state library organizers. Later the Erie Public Library annual report led to an inquiry into the local work with the Kresge and the Woolworth stores which furnished the basis of your committee's recommendation.

The reports received from the different cities and towns revealed that the book selection originated in the home offices but that the local managers are allowed to exercise their own judgment in making selections for their stock. As an illustration, one local manager submitted to your committee an excellent list of titles of Kipling, Stevenson, Doyle, Barrie, Balzac, Maupassant, etc., while the store under his management offered only "poor and inane" books for sale.

In most cases the picture books for children are the highest grade books carried and the adult books the lowest but in no cases were any vicious books reported. Whenever local managers were interviewed they stated their policy frankly as carrying books that sold.

Halderman-Julius, publisher of Girard, Kansas, report that while heretofore it has been impossible for them to do more than care for their mail order business, additional equipment now makes it possible for them to supply the book-dealer (at five cents per volume to sell at ten cents per volume).

The recommendation of your committee is as follows:

That the findings of the committee be laid before the Executive Board of the A.L.A. with the hope that a committee be appointed by that body to bring before the home officers of

the chain stores statements of the results of the joint efforts of publishers, booksellers and librarians in promoting the reading of books, particularly during Children's Book Week and the holiday period and that the A.L.A. committee consider the advisability of preparing a list of cheap editions of good books to be submitted to the chain stores as a basis for purchase.

That, in support of such request, the following from the Erie Public Library be quoted to show what has already been accomplished by the united efforts of a public library and a chain store.

That public libraries be informed of the efforts of the committee and urged to offer their services to local stores.

Extract from letter of Mary A. True, Erie Public Library, Mar. 19, 1923.

"Two years ago, at the time of Children's Book Week, I interviewed the manager of Kresge's and told him I would be glad to give him some posters, etc (he had not known of the celebration) if he would devote a window to a display of books which I would select from his stock. I also offered to show in our exhibit, some of his books. He was exceedingly glad to give me any books I wished to take and had a very interesting window. I selected some very fine picture books, etc., from his collection and took pleasure in showing them to people interested and so turned many Kresgewards. Last fall, I did the same with the Woolworth store here. The managers of both stores seemed much pleased with the patronage they received as a result.

I have always "traded with" the ten-cent stores a great deal, in connection with my work in libraries. As supervisor of all extension work here, I give many talks at parent-teacher organizations, women's clubs, etc., Frequently, when speaking on children's reading, I carry with me a collection of books including some fine editions as well as some ten-cent editions, explaining that the latter may be, in many cases, as good for children as the finer editions. I have been much interested to find some really excellent things along this line, fine illustrations, good coloring

"EXHIBIT C"

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and print. Margaret Evans Price, who has done some beautiful work for the ten-cent stores, has recently gone into work for better books. Among books in my "ten-cent" collection are "The Land of Nod" and "The Manger Babe", both illustrated by Mrs. Price, "Little Wooden Shoes", by Alice Hardwick, illustrated by Frances Brundage, and some very pretty books published by the Saalfeld Publishing Co., Akron, Ohio, and Chicago. I have many others, all of which I am proud to exhibit, I use a great many of these books for poster work and for friezes in children's rooms.

You may be interested to know, also, that I had quite an exhibit of ten-cent books at the Penna. State Library meeting, in Altoona, last fall, and that it attracted a great deal of interest. One librarian wanted to purchase the whole collection."

Respectfully submitted

Anne M. Mulheron
Gertrude Andrus
Sarah Virginia Lewis, Chairman.

April 20, 1923.

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AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Hotel Sherman, Chicago, Illinois
December 29, 1923. 10:00 a.m.

A meeting of the Executive Board was held in the Hotel Sherman, Chicago, Illinois, Saturday, December 29, 1923, at 10:00 a. m.

Present: President Jennings, Misses Countryman and Freeman, Messrs. Bishop, Compton, Meyer, Reece, Tweedell, Windsor and Wyer; also Mr. Milan and Miss Bogle.

Minutes: The minutes of the meetings held April 23, 24 and 28, 1923, 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.)

Acting Assistant Secretary: The Executive Board by correspondence, May 19, 1923

VOTED: That Malcolm G. Wyer be appointed Acting Assistant Secretary of the American Library Association from early in June through August 20, 1923, at a salary of \$300.00 per month.

Silver Bay Regional Conference: The Executive Board, by correspondence, July 19, 1923

VOTED: That the Silver Bay Conference, Lake George, September 3-8, 1923, be made an A.L.A. Regional Conference in response to the requests received from the New York State Library Association, Massachusetts Library Club, Bibliographical Society of America and Librarians of Large Libraries.

Gift for Paris Library School: On August 30, 1923, the Executive Board, by correspondence,

VOTED: That the Executive Board of the American Library Association accept the responsibility of administering a fund of \$50,000, contributed by the American Committee for Work in Devastated France for the support of a library school in Paris for a period of two years beginning in the spring or summer of 1924; with the understanding that the Assistant Secretary of the A.L.A. is to be responsible for directing the school and is to be free to make one or two short visits to Paris each year at the expense of the fund.

Executive Board
Chicago, Illinois
December 29, 1923.

Trustees of the American Library in Paris: The Executive Board, by correspondence, October 31, 1923,

RESOLVED: That the following persons be appointed trustees of the American Library in Paris, Inc., for the term of one year from the date of the Annual Meeting in 1923:

- C. L. Seeger
- Louis V. Benet
- Judge W. V. R. Berry
- Miss Anne Morgan
- Henry Bedford

Budget Transfers: The Executive Board, by correspondence, November 30, 1923,

VOTED: That the following transfers be authorized in the General Funds budget for 1923:

From Contingent Fund
To

Conference	\$250.00
Committees	900.00
Salaries	200.00
Additional service	950.00
Postage, telephone and telegraph	425.00
Auditing	<u>110.00</u>

Total \$2,835.00

VOTED: That the following transfers be authorized in the Publishing Funds budget for 1923:

From unexpended balances and additional receipts
To

Advertising	\$300.00
Express and postage	1,400.00
Supplies	300.00
Publications	<u>4,100.00</u>

Total \$6,100.00

Executive Board
Chicago, Ill.
December 29, 1923

Relations with the Carnegie Corporation of New York: The Secretary read his report, dated December 27, 1923, on "Relations with the Carnegie Corporation of New York". (Exhibit A)

Mr. Roden entered during the reading of this report.

Mr. Bishop, on behalf of the Board, expressed the Board's sense of obligation to the President, Secretary and Assistant Secretary for the presentation of the Association's needs and opportunities to the Carnegie Corporation. He felt that the Board should note its feelings of gratitude to them and its high hopes for the future. It was agreed that a note of these remarks should be spread upon the minutes.

Resolution Accepting Gifts: It was

VOTED: That the Executive Board, on behalf of the American Library Association, accept the gifts from the Carnegie Corporation of New York: for the American Library in Paris, \$15,000 for two years: for the work of the Temporary Library Training Board, \$10,000 for one year; for the preparation of a library text book, \$5,000. (The purposes of these gifts are recorded in communications which will be found on pages 7-10 of Exhibit A)

Resolution of Thanks: It was

VOTED: That the Executive Board adopt the following minute:

The Executive Board of the American Library Association, on behalf of the members of the Association, records its grateful appreciation of the interest of the Carnegie Corporation of New York in the library movement, as shown by its grants to the Association for the work of the Temporary Library Training Board, for the preparation of an experimental textbook and for the work of the American Library in Paris; by the report on "Training for Library Service" made for the Corporation by Dr. C. C. Williamson under the supervision of a special committee; and by the study of the library movement which Dr. W. S. Learned has made for the Corporation during the past several months. It believes that these activities are a logical development of the interest of the Corporation in the past and of Mr. Carnegie's own appreciation of the importance of libraries.

Executive Board
Chicago, Illinois
December 29, 1923.

The Executive Board looks forward to the publication of Dr. Learned's report with confidence that such a study must inevitably reveal opportunities for service to America through the library movement which will justify a continuing and an increasing interest on the part of the Corporation.

The Board believes that the Corporation will recognize the library as perhaps the most important agency for the diffusion of knowledge in every field, and that it will wish to provide generously for the promotion of libraries through the Association. Special attention is called to the further needs for education for librarianship, textbooks and other publications, surveys and studies, experiments and demonstrations in the newer features of library service, library extension and promotion, and for an A.L.A. headquarters building.

It renews its approval of the statement submitted to the Corporation on November 24, 1922, under the title: "American Library Association - Finances, Activities, Needs" and authorizes the President and Secretary to represent the Board and the Association on matters covered in that statement or other related matters.

The Secretary was instructed to send to the President of the Carnegie Corporation of New York with the above resolution a communication based on pages 12 to 13 in the Secretary's report on "Relations with the Carnegie Corporation" (Exhibit A, pp. 12-14)

Training Board Budget: It was

VOTED: That the Temporary Library Training Board be asked to submit a 5-year budget for the permanent library training board as soon as possible after the duties of that Board have been decided upon, for the consideration of the Executive Board and for appropriate action.

Textbook Budget: It was

VOTED: That the Editorial Committee be asked to submit a proposal and a budget for a series of textbooks (and a detailed plan for the first) to the Executive Board in order that the necessary funds for the series may be specifically requested sometime in the spring of 1924.

The meeting adjourned at 12:45 to meet again at 2:30 p.m.

Respectfully submitted,
Carl H. Milam
Secretary.

THE AMERICAN LIBRARY ASSOCIATION
NEW YORK, DECEMBER 27, 1923

EXHIBIT A.

At the Executive Board meeting held at the offices of the Carnegie Corporation of New York, December 27, 1923, the following resolution was adopted:

Resolved, That the Secretary of the American Library Association be authorized to prepare a report on the relations of the Carnegie Corporation of New York to the American Library Association, and to submit the same to the Executive Board at its next meeting.

By vote, the Executive Board on December 29, 1923, approved that statement as an official statement of the policy of the American Library Association.

**THE SECRETARY'S REPORT ON RELATIONS
WITH THE CARNEGIE CORPORATION OF
NEW YORK, DECEMBER 27, 1923.**

The Secretary of the American Library Association has the honor to acknowledge the receipt of the report of the Carnegie Corporation of New York, dated December 27, 1923, and to state that the same has been forwarded to the Executive Board of the American Library Association for their consideration.

A copy of the report was also forwarded to the Secretary of the Carnegie Corporation of New York, and to the Secretary of the American Library Association, and to the Secretary of the American Library Association, and to the Secretary of the American Library Association, and to the Secretary of the American Library Association.

We were informed (as also might have been in New York in December) that the Carnegie Corporation is still interested in the library movement, even though gifts for buildings have been discontinued.

On his arrival Mr. Learned was given a copy of "Notes on the Library Movement," which were later made the basis for the first part of the Secretary's report in 1923. (Proceedings, 1923, pp. 180-187.) Mr. Bogie and I had also prepared a sketchy financial budget for a five and one-half years which was taken by Mr. Learned.

On the last day of his visit we were given by Dr. Learned certain informal proposals in writing.

They were essentially as follows:

March 1, 1923

The American Library Association believes there should be an aggressive campaign of education for the library in general as indicated in our statement on the American Library Association - "Thoughts, Activities, Needs," of November 25, 1922, and in our "Notes on the Library Movement" of February 21, 1923.

THE SECRETARY'S REPORT ON RELATIONS WITH THE
CARNEGIE CORPORATION OF NEW YORK
DECEMBER 27, 1923.

At the Executive Board meeting a year ago I reported that the officers of the Carnegie Corporation had indicated their interest in the library movement and the A.L.A.

I reported that, with the approval of the President and the Chairman of the Ways and Means Committee, I had sent a statement on "The American Library Association, Finances, Activities, Needs" to the Corporation in November.

By vote, the Executive Board on December 29, 1922, approved that statement "as an acceptable statement of the needs of the American Library Association."

In February Dr. W.S. Learned, who was then assistant to the (acting) president of the Corporation, came out to see us. Several hours were spent in the Headquarters Office, discussing the needs of the library movement and of the A.L.A. Library training, experiments in adult education and library publicity, demonstration county libraries, the need for surveys, studies and publications, an A.L.A. Headquarters Building, and other related matters were considered.

A conference was also arranged between Dr. Learned and Messrs. Utley, Roden, Andrews, Tweedell and myself. At that meeting the discussion centered largely around the organization of the A.L.A. and its ability to handle funds wisely and in accordance with a continuing policy.

We were informed (as Miss Bogle had been in New York in November) that the Carnegie Corporation is still interested in libraries, even though gifts for buildings have been discontinued.

On his arrival Dr. Learned was given some "Notes on the Library Movement," which were later made the basis for the first part of the Secretary's Report in 1923. (Proceedings, 1923, pp. 156-157.) Miss Bogle and I had also prepared a sketchy A.L.A. budget for a five and one-half years which was taken by Dr. Learned.

On the last day of his visit we made to Dr. Learned certain informal proposals in writing.

They were essentially as follows:

March 1, 1923.

The American Library Association believes there should be an aggressive campaign of education for the library idea in general as indicated in our statement on the "American Library Association - Finances, Activities, Needs," of November 24, 1922, and in our "Notes on the Library Movement" of February 21, 1923.

It is proposed:

1. That the Carnegie Corporation of New York provide an annual income for such library research, surveys, publications, publicity and advisory assistance as will aid in the extension and further development of the library movement and of education for librarianship in the United States and Canada, for a period of five and one-half (5 1/2) years as follows:

(1/2)	1923	\$ 90,000.00
	1924	140,000.00
	1925	140,000.00
	1926	140,000.00
	1927	140,000.00
	1928	140,000.00

said income to be administered by the Executive Board and Secretary of the American Library Association as a separate fund known as "American Library Association - Library Extension Fund," for the purposes indicated above.

2. That the Carnegie Corporation of New York provide an endowment by January 1, 1929, which will yield one hundred and fifty thousand dollars (\$150,000.00) annually, said endowment to be held by the trustees of the Endowment Fund of the American Library Association as a separate fund known as "Library Endowment Extension Fund"; the income to be paid over to the Treasurer of the American Library Association, to be expended under the direction of the Executive Board and Secretary of the American Library Association or other properly constituted authorities, for such research, surveys, publications, publicity and advisory assistance as will aid in the extension and further development of the library movement and of education for librarianship in the United States and Canada;

3. That the Carnegie Corporation of New York make available to the American Library Association the sum of Sixty thousand dollars (\$60,000.00) annually for the establishment and maintenance, for a period of five (possibly ten) years, beginning at the convenience of the Carnegie Corporation, of two demonstration county libraries; the administration of these funds to be in the hands of the Executive Board and the Secretary of the American Library Association;

4. That the Carnegie Corporation of New York provide the sum of Five hundred thousand dollars (\$500,000.00) for an American Library Association headquarters' building and site; this sum to be made available so that the building can be ready for occupancy some time between January and June, 1926;

5. That the Carnegie Corporation of New York avail itself of the facilities of the American Library Association in making other grants and subventions for library work, in so far as the Association can be of service.

It should be observed that the work which the Association does for its members as members is paid for from membership

funds and it is to be understood that no funds which may be received as the result of this memorandum are to be used for such work.

(Further study of the problems would lead us, if we were re-drafting this statement now, to make much larger estimates of the sums needed eventually; and, specifically, to double the figures for building and grounds.)

It should also be noted that these figures do not include funds for training agencies, or for extensive experiments in library service.)

Dr. Learned remarked that the last paragraph was not necessary.

When asked whether we should draw up some formal statement to be presented to the Corporation he replied in the negative, gathered up all our notes for his own portfolio, and said that he would use the information in preparing a report on libraries for the President of the Corporation.

While out this way Dr. Learned visited C.B. Lester at Madison and Miss Eastman in Cleveland.

On March 5th he wrote:

"Dear Mr. Milam:

I returned to New York again last Saturday after a delightful day with Miss Eastman at Cleveland where most of the impressions that I received from you in Chicago were duly enforced.

Let me express to you and Miss Bogle my very hearty appreciation of your kindness during my recent visit. I returned full of admiration for what you workers in this field have already succeeded in accomplishing on very limited resources. In my judgment, the opportunity presented by the whole library enterprise for giving sound aid to our American civilization is quite unsurpassed by anything we have ever done.

Yours sincerely,

W.S. Learned

Assistant to the President."

Some time during the spring the Corporation made a grant of \$1,500 to Andrew Keogh for the College and Reference Section Committee, which is authorized to make a study of the academic status of university librarians. This was in response to Mr. Keogh's personal request. It was not made by or through the Executive Board or the Secretary, although Dr. Learned spoke with me about it when I saw him in New York in April.

The Executive Board on April 28, 1923, authorized the President and Secretary "to communicate with the Carnegie Corporation with a view of obtaining funds for the Library Training Board," and "for the Committee of Five on Library Service."

The President and Secretary, after careful deliberation and consultation with others, decided that it would not be wise to make these two specific requests until the Corporation had had more time to consider the larger proposals which included these items. The wisdom of this decision was confirmed

by Miss Bogle after her interview with Dr. Learned about May 18th.

Officials of the Corporation were much interested in the appointment of the Temporary Library Training Board. On the occasion of the first meeting of that Board in New York in May the members were invited to Dr. Pritchett's office (He was then acting President of the Corporation) and were entertained at lunch by Dr. Learned.

Soon after that meeting copies of the Williamson report on "Training for Library Service" were sent in page proof to the members of the Temporary Library Training Board.

In June Dr. Learned visited the libraries in Youngstown, Cleveland, Detroit and Grand Rapids, gathering information for his report. He has also obtained much information by correspondence.

In response to a question put to Miss Bogle in New York, I wrote Dr. Keppel on August 24th, 1923, as follows:

"Miss Bogle has reported your question of a few days ago. My opinion is that the A.L.A. Executive Board will accept the responsibility of administering a fund for the American Library in Paris for the next few years if the Carnegie Corporation decides to make such grant through this Association.

"If in connection with this matter or other important library matters under consideration my presence in New York will serve a useful purpose, I hope you will not hesitate to call on me at any time."

On September 6, 1923, Dr. F. P. Keppel (who was to become President of the Carnegie Corporation on October 1st) visited Chicago, and spent two hours at the Headquarters Office. Among the questions he raised were the following:

Will it not be advisable in case any grants are made for library work to begin in a small way and let things grow slowly?

I agreed, of course, calling attention to the fact that my budget notes prepared for Dr. Learned had been based on some such arrangement and mentioning the difficulty there would be in getting competent people to carry out any large program. Which led him to remark that perhaps the emphasis should be first on training in order to provide competent people. I stated that in my opinion there would not be a sufficient demand and adequate salaries for such people unless certain promotional work of a general character was undertaken along with the training.

Should gifts be conditioned? If the C. C. wishes to promote work with the foreign-born, should it provide money on a fifty-fifty basis or a one hundred per cent basis? Ditto for demonstration county libraries, etc., etc.

How can the C. C. give financial aid without discouraging local support?

My answer was that the aid should be given indirectly, that is, for promotion work, library training, demonstration service, etc.

Would the A.L.A. be willing to have added to its Editorial Committee, or created to work with the Editorial Committee, a small group of teaching or textbook experts (probably psychologists like Thorndike, Judd and others), who would perhaps enable the A.L.A. to plan a series of textbooks which would represent the best ideas of how to teach? Dr. Keppel pictured these men and women sitting about a table for several days at a stretch, or at intervals, planning how best to present the subject of book selection or library administration, the librarians representing the profession and passing especially on the content, the others being present as experts in teaching, and passing particularly upon the method of presentation.

I told him I was sure the members of the Editorial Committee would welcome the advice and help of experts. Dr. Keppel is enthusiastic about the possibilities of working out in this field a type of textbook which may be an eye-opener to the makers of textbooks for general school or other professional school use. There are no vested interests to be overcome in preparing library school textbooks as there are in preparing new geographies.

This was not stated in the form of a question. Dr. Keppel is absolutely certain in his own mind that in the setting of library training standards we should leave the doors open to those who are not college graduates but are exceptional persons. This suggestion was made, not as a representative of the C.C., but as an educator. He thinks, for example, it may be wise to set standards for library schools something like this: In 1924 the school may admit 25 per cent who are not graduates of a recognized college, the next year 20 per cent, the next year 15, the next year 10 and forever 5 per cent. He believes there should always be the privilege definitely recognized of accepting the unusual personality.

Dr. Keppel discussed at some length the possibilities of training for what Williamson calls the clerical or non-professional library positions. He wondered whether a grant to an individual library which conducts a training class sufficient to cover the cost for registrants from outside the city would be an appropriate method of providing this training. He also wonders whether this clerical training can not be given in four months rather than eight.

Referring to his recent communication about possible grants to the Paris Library, he asked how the A.L.A. might supervise such grant, asking whether it should be made for books, whether such books could be bought by us, etc.

I said my recommendation would be that the Executive Board of the A.L.A. ask for the budget of the Paris Library for one year; that on the basis of the budget, when made accept-

able to the Executive Board, funds would be appropriated for a year. Monthly and financial reports would be required and a new budget for each year. Dr. Keppel said this was satisfactory.

He asked whether the A.L.A. would be willing to administer a fund appropriated for the American Merchant Marine Library Association, saying that he thought the Corporation would wish to handle all matters affecting libraries through the recognized professional organization.

I told him I did not feel quite so sure the Executive Board would think it wise to do this as I did in the case of the Paris Library proposal, but that I was inclined to think the Board would accept the responsibility if the C.C. wished to handle the funds that way.

Which is the most important to the A.L.A., an A.L.A. building or funds for trying out new ideas?

I tried to convey to Dr. Keppel my idea that the thing we are interested in is the development of investigation, promotional and experimental work; that, of course, some larger quarters in some form would be essential for any expansion in any field; that a building without additional funds would be a handicap.

Dr. Keppel expects to recommend to the Corporation that it limit its field to a few things because the funds are limited. Among the things to be recommended is aid to the library movement. One question in his mind was whether libraries should be considered separately or as a part of an adult education movement.

Dr. Keppel emphasized two things all through his conversation.

First, that in his opinion the Corporation would wish to work through the recognized professional organization, the A.L.A.

Second, that they ought to begin in a small way and increase their aid as the work developed.

I told him that Dr. Williamson and I had discussed what are the most important things to be done and that Williamson had suggested that the most important thing in the whole library field was general aid to the American Library Association itself, and that I agreed. Dr. Keppel seemed to agree and remarked that the A.L.A. had worked on so little that any help given it would doubtless show good results.

On October 31st Dr. Keppel wrote the following letter:

"Dear Mr. Milan:

It gives me great pleasure to inform you that at the meeting of the Carnegie Corporation held yesterday the enclosed resolutions were adopted in behalf of the American Library in Paris.

I assume that you will communicate with Mr. Seeger, the President of the Board, in Paris, and will later call upon us for payment when you feel justified in doing so under the terms of the resolution.

Sincerely yours
F.P. Keppel."

This appropriation will be provided for by the passage of the following resolution:

RESOLVED, That the sum of fifteen thousand dollars (\$15,000) be, and it hereby is appropriated to the American Library Association, for the use of the American Library in Paris in its service to American scholars in Paris, payment to be made as follows:

\$7,500 during the present fiscal year
\$7,500 during the fiscal year 1924.

AND RESOLVED FURTHER, That the Treasurer of the Carnegie Corporation be, and he hereby is, authorized and directed to make payment to the American Library Association when he shall have been informed by the office of the President of the amounts within the limits of this resolution which have become due and payable.

I cabled and wrote Paris at once for budgets for the consideration of the Executive Board.

On September 28th J.T. Gerould asked President Jennings to request the Carnegie Corporation to appropriate some money for the Committee on the Union List of Periodicals. Mr. Jennings declined to make the request at that time because he did not wish to endanger the larger proposals by bringing up separate items like this, one at a time.

After an interview with Dr. Keppel in New York I wrote the following letter to Dr. Keppel:

"October 26, 1923.

"My dear Dr. Keppel:

There are certain urgent matters before the American Library Association which I brought to your

attention in a conversation a few days ago and which I now present in writing.

The Temporary Library Training Board, which was created to investigate the field of library training, to formulate tentative standards for all forms of library training agencies and to devise a plan for accrediting such agencies, held its third meeting in Cleveland October 24th. The work of this Board is important and yet there is serious question as to whether any further meetings can be held unless special funds are provided for the purpose. If the work is carried on during the coming year there ought to be a paid executive officer of the committee to make investigations, visit the library training agencies and prepare business for action by the Board, which should meet several times during the year. My estimate is that we should have for the Training Board in 1924 \$10,000.00.

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 several years the Committee has been studying the method of making the survey and has prepared a series of questions which, within the next two months, will probably be completed ready for printing. As soon as the answers begin to come in the work should be under the direct supervision of a paid officer, perhaps the chairman of the Committee himself, if he can obtain a leave of absence. I estimate that the Committee should have for the year 1924 for the salary of its executive officer, for clerical assistants, traveling expenses, etc. a minimum of \$15,000.00.

Textbooks. The profession needs library textbooks. Library schools, library training classes, apprentices and librarians generally feel this need. I believe the logical way to bring good textbooks into existence is for the A.L.A., after careful study of the people in the field, to select a competent person to write or edit a textbook on a given subject and pay his or her salary while the work is being done. After that person has been selected I hope that we may follow the plan which you have suggested of bringing our Editorial Committee and two or three textbook experts together to plan with the author the method of treatment, with a view of obtaining the very best possible textbook on the subject in hand. To produce a manuscript for one such textbook would probably require \$5,000.00.

For necessary overhead I estimate that there should be available \$5,000, making a total of \$35,000.00 for 1924 to meet what I think are emergency needs.

If the Carnegie Corporation sees fit to embark on an extensive library program the activities which these sums will make possible will be valuable experimentally. They will save time in carrying out the large program.

They are also very much worth while in themselves.

Another thing of great importance, not mentioned above, is rent. The Chicago Public Library needs the space we are occupying, and only the generosity of the librarian prevents the actual setting of a date when we must leave. The space, moreover, is absolutely inadequate. All the work is carried on in this one room, which provides about 2,000 square feet of floor space and has a nine and a half foot ceiling. It serves as office for eighteen or twenty people, and also as stock and shipping room. The rent for reasonably adequate space in a good (but not expensive) building would be approximately \$10,000.00.

Nor have I mentioned the importance of adding to our staff an office librarian and statistician, specialists in school libraries, county libraries, hospital and other institution libraries, work with the foreign born, an editor of publications and a publicity assistant. These must be added before the Association can carry on with reasonable satisfaction the promotion work which we are called upon to do. The need for these additional staff members and for investigations, publications, exhibit material, research work, experimental work and further developments in the training field is, I am sure, receiving your sympathetic attention.

Yours very truly,
CARL H. MILAM, Secretary."

Dr. Keppel replied as follows on October 29th:

"Dear Mr. Milam:

Many thanks for your letter of the 26th which covers in concise detail the matters about which we have been in discussion. As soon as Dr. Learned comes back from a trip to Canada, he and I will go over the details with care, and as soon as possible thereafter, I will bring up the matter before our Board.

Sincerely yours
F.P. Keppel."

Dr. Learned stopped in for a hurried visit soon after this.

On November 23rd, Dr. Keppel wrote:

"Dear Mr. Milam:

I am glad to be able to tell you that at the annual meeting yesterday our Board made a substantial start by voting a grant of \$10,000 for the Temporary Library Training Board and \$5,000 for the preparation of a textbook.

After consultation with Learned, I did not bring up your suggestion regarding the Committee on Library Service and additional administration charges, partly because of the straitened nature of our finances this year and partly because we thought we could build better for the future if we did not go ahead too fast at the beginning.

Where and when is your Training Board likely to meet? And would there be any impropriety at my being present at one of its gatherings? There is so much for me to learn that I would greatly welcome such an opportunity; and, of course, I want to see you as soon as I can. I am to be in Boston for Thanksgiving and in Washington on the 2nd and 3rd, but except for that I am likely to be here whenever your other affairs may call you to New York.

Sincerely yours
F.P. Keppel."

(Dr. Keppel was invited to meet with the Board and attend the Mid-Winter Council meetings, but other engagements prevent his accepting the invitation. Dr. Learned is coming, however, to discuss the experience of the other professions.)

On the invitation and at the expense of the Corporation, I went to New York on December 10, 1923, for a conference with Dr. Keppel and Dr. Learned.

At that conference I was informed (as we had been before) that we - the library movement and the A.L.A. - are to receive a share of the Carnegie funds, if the Carnegie Corporation trustees approve Dr. Keppel's recommendations; that the amount will increase gradually; that Dr. Learned's report on libraries is to be printed (and I had been previously informed that if the trustees approved that for printing it would commit them to a large library program); that the Corporation hopes the Williamson report will stir up discussion among librarians as the Flexner report on Medical Education stirred up discussion among doctors a few years ago; that the Training Board should make frequent reports of progress which Dr. Keppel can pass on to his trustees to keep them interested; that he wanted to see the Training Board budget; that he hoped for a plan for textbooks by spring; that the Corporation likes to make its plans two years in advance; that the Training Board should profit from the experience in other professions; that the Corporation would consider a request for rent on additional space for a part of our staff; that it would consider granting funds for a conference of Commission Secretaries and state librarians to discuss definite proposals when the Executive Board (or the Training Board) has something to submit and would like such proposals to be considered by official state representatives; that we should let him know if any little thing is standing in the way of progress, for, he said, "we want to be helpful."

I gained the impression that the Corporation hopes for quick action; that it looks to the Executive Board for initiative and leadership.

A few days ago I sent to Dr. Learned a bill for \$409.61 for expenses in connection with a study of "Experiments in popular education" made at Dr. Learned's suggestion. Dr. Keppel's reply of December 21st is in part as follows:

"I regard this as a perfectly legitimate charge against the Corporation, but I think it would be good policy if you were to finance it until some time in the spring when I could bring forward in the light of progress made in the meantime, a series of resolutions making grants to the A.L.A. in the interest of different aspects of library service. In other words, I don't want to pester our Trustees with small isolated grants, but to save their energies for one large appropriation. Would this procedure be all right for you?"

I answered of course that this arrangement would be satisfactory.

During the last three years and especially during the last eighteen months there have been numerous conferences in New York between the Secretary and Assistant Secretary on the one hand, and the Carnegie Corporation officials on the other. President Jennings has reinforced our efforts with exactly the right sort of communications. The Executive Board and the Temporary Library Training Board have acted promptly on our recommendations and have generously left us free to present the needs of the profession and of the Association (within the broad limits set by the Board) as opportunity arose and as our judgment indicated was wise. Prominent librarians, like Dr. Putnam, Dr. Anderson and Mr. Craver, who are in a position to influence the Corporation, have loyally supported the Association in its request for funds. And the officials of the Corporation, especially Dr. Keppel and Dr. Learned, have dealt with us frankly and sympathetically and seem as much interested in the "library enterprise" as we are ourselves.

The future is in your hands.

In the United States and Canada there are 115,000,000 people. Less than half of them have access to good local libraries. Probably not more than one-tenth of them actually use libraries. Yet there is unprecedented demand for educational facilities, not only for children and youths, but for adults, as well. The public library has demonstrated its ability to provide popular education and helpful recreation but its extension and further development lag - for want of funds, because the library's possible usefulness is not generally understood, and because the library movement lacks a sufficient number of aggressive leaders.

The American Library Association has nearly 48 years of good work to its credit. It has the confidence of practically the entire body of workers in the United States and Canada, and the respect of other educational organizations.

You, the members of the Executive Board of that organization, are informed that the President of the Carnegie Corporation (with an annual

income of five or six million dollars) wants to help promote libraries; that he wants to work through the A.L.A.; that his trustees are interested (though he cannot promise for them in advance).

Surely no other Executive Board in the history of the Association ever had a finer opportunity to do something big for the Association, for the profession and for popular education.

The question of how to meet this opportunity in a way that will deserve the approbation of the Association now and in the future may well occupy many hours and days of thought on the part of every member of the Board. Indeed it seems not unreasonable to assume that a whole life time of professional service might pass without offering again so great a responsibility.

Our problem is twofold:

1. What are the most important things to be done to promote the library cause?
2. What is likely to be the most effective way of presenting the need for funds which will make those things possible?

With both questions in mind the following suggestions are made as a possible basis for discussion and action:

Library Training has been recognized by the Association, through the appointment of the Temporary Library Training Board, and by the Carnegie Corporation, through the Williamson study and through its appropriation of \$10,000, as a matter of commanding importance. The Temporary Board has already decided to recommend the establishment of a permanent Board, and expects before the next annual conference to have its final recommendations ready.

It may be in order for the Executive Board to ask the Temporary Library Training Board to prepare, as soon as possible after the duties of the permanent Board have been decided upon, a budget for the next five years; this budget, after approval by the Executive Board, to be submitted to the Carnegie Corporation. As the Association may be asked to give advice on grants to library training agencies, or actually to dispense funds to such agencies, the Temporary Library Training Board will presumably make recommendations concerning such activities.

Textbooks and Other Publications are closely related to training. The need for them has been felt for several years. The Carnegie Corporation has shown its interest by appropriating \$5,000 for one experimental textbook.

I believe the Executive Board should ask the Editorial Committee to prepare its plans as rapidly as may be, to submit a proposal and a budget for a series of textbooks (and a detailed plan for the first)

to the Executive Board, in order that the necessary funds for the series may be specifically requested some time in the spring of 1924. The Committee may wish to make suggestions also regarding the financing of other needed publications.

Surveys and Studies. Fewer surveys and studies have been made of libraries, probably, than of any other educational institution. There is no comprehensive collection of library statistics. There have been no successful studies of library costs. Few surveys of what people read have been made from the library standpoint. There is very meagre information on "what to expect of our library" for a public library trustee or a college president or the library administrator.

But we have a Committee of Five, organized to make a comprehensive survey of library service. Such a survey will yield a large amount of useful information and will also serve as a starting point for other special studies.

I believe we should urge the Corporation to provide funds for the Committee referred to, and for other studies by A.L.A. Committees and individual members and by graduate students in library schools and universities.

To facilitate such work, to make the most of the results and to extend the usefulness of the A.L.A. Headquarters office provision should be made at the same time for a comprehensive collection of books and pamphlets on library work and bibliography at A.L.A. Headquarters, with a small staff to organize the material and assist in research work.

Experiments and Demonstrations. Like the politicians we can "point with pride" to the new ideas which have been tried out by the members of the library profession, and to their willingness to pass on the results of their experiments to fellow workers; but we have by no means exhausted the possibilities. A few large libraries are now experimenting in a specialized type of adult education work; it is conceivable that further experimentation, with less restricted funds, would develop a new kind of service which would enable libraries to make a large contribution to the world movement for adult education. Other libraries might profitably make experiments in the guidance of adolescent readers; in popularizing the library, in work with the foreign born, work with negroes, etc.

Dr. Williamson and others have recommended demonstration county libraries in sections of the country which have not yet felt the full impetus of the county library movement. School libraries, hospital libraries, and perhaps other kinds of libraries might be "demonstrated," for the good of the cause, in the same way.

I believe that liberal grants for such purposes would be an excellent investment. If such experimental and demonstration work is to be supervised by the A.L.A., specialists in the field covered should be added to the Headquarters staff, to give personal attention to the work, to answer inquiries, and to make certain that the results would be made known and would be understood throughout the United States and Canada.

Library Extension and Promotion. Library extension and the use of libraries undoubtedly suffer from lack of understanding on the part of the public. There is need for an aggressive campaign of education if libraries are to approach their maximum of usefulness in America in this or the next generation.

An unusual opportunity for arousing and informing the public is offered by the proposed celebration of the fiftieth anniversary of the organization of the A.L.A. I believe the international conference, the publications and the exhibition which the Fiftieth Anniversary Committee have in mind, if adequately financed, could be so managed as to arouse a new interest in libraries.

To keep the interest sustained, once it is aroused, there should be a continuing program of library publicity in the broadest sense, including not only articles in newspapers and magazines, and other printed publicity, but exhibits and addresses at meetings of other national organizations, and special promotion work in some form in those states and provinces which do not have state library extension agencies.

A Headquarters Building. The A.L.A. Headquarters staff now occupies an office provided through the generosity of the Chicago Public Library. The Library needs the space, and the A.L.A. needs much larger quarters. The Association should have a home of its own, large enough for a professional library, for exhibits and for the numerous and growing activities of the Association.

I suggest the following resolutions:

RESOLVED, That the Executive Board, on behalf of the American Library Association, accept the gifts from the Carnegie Corporation of New York: for the American Library in Paris, \$15,000 for two years; for the work of the Temporary Library Training Board, \$10,000 for one year; For the preparation of a library textbook, \$5,000.

RESOLVED, That the Executive Board adopt the following minute:

The Executive Board of the American Library Association, on behalf of the members of the Association, records its grateful appreciation of the interest of the Carnegie Corporation of New York in the library movement, as shown by its grants to the Association for the work of the Temporary Library Training Board, for the preparation of an experimental textbook and for the work of the American Library in Paris; by the report on "Training for Library Service" made for the Corporation by Dr. C.C. Williamson

under the supervision of a special committee; and by the study of the library movement which Dr. W.S. Learned has made for the Corporation during the past several months. It believes that these activities are a logical development of the interest of the Corporation in the past and of Mr. Carnegie's own appreciation of the importance of libraries.

The Executive Board looks forward to the publication of Dr. Learned's report with confidence that such a study must inevitably reveal opportunities for service to America through the library movement, which will justify a continuing and an increasing interest on the part of the Corporation.

The Board believes that the Corporation will recognize the library as perhaps the most important agency for the diffusion of knowledge in every field, and that it will wish to provide generously for the promotion of libraries through the Association. Special attention is called to the further needs for education for librarianship, textbooks and other publications, surveys and studies, experiments and demonstrations in the newer features of library service, library extension and promotion, and for an A.L.A. headquarters building.

It renews its approval of the statement submitted to the Corporation on November 24, 1922, under the title: "American Library Association-Finances, Activities, Needs" and authorizes the President and Secretary to represent the Board and the Association on matters covered in that statement or other related matters.

CARL H. MILAM.

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Sherman Hotel, Chicago, Illinois
December 29, 1923. 2:45 p.m.

The second session of the Executive Board was called to order at 2:45 Saturday, December 29, 1923.

Present: President Jennings, Misses Freeman and Countryman, Messrs. Bishop, Compton, Meyer, Reece, Roden, Tweedell, Windsor and J. I. Wyer; also Mr. Milam, Secretary, and Miss Bogle, Assistant Secretary.

Miss Bogle's Report on the Paris Library: Miss Bogle presented a report based on her visit to the Paris Library in the summer of 1923. (Exhibit A). After some discussion the President appointed a special committee consisting of J. I. Wyer, W. W. Bishop and H. H. B. Meyer to prepare a resolution concerning Miss Bogle's recommendations and the relations of the American Library Association to the American Library in Paris.

Budgets for the Paris Library and the Paris Library School:

Mr. Roden, chairman of a special committee, appointed by the President to consider these budgets, presented the Committee's report. (Exhibit B).

VOTED: That the report be approved and the following recommendations adopted:

That authority be given for the transfer of one-half of the sum granted by the Carnegie Corporation for the use of the American Library in Paris, namely one-half of \$7,500 or \$3,750, to meet the budget for the six months beginning November 1, 1923.

That the Board of Trustees of the American Library in Paris be invited to consider the comments and suggestions herein submitted before the budget for the ensuing six months is compiled, and that the urgent necessity of applying a portion of its income to the purchase of books, as soon as the pressure of other needs begins to subside, be called to the attention of the trustees.

On the recommendation of the Committee, it was

VOTED: That the Paris Library School budget be approved. (This will be found on page 3 of Exhibit E)

Gift from Laura Spelman Rockefeller Memorial for Union List of Periodicals: It was

Executive Board
Chicago, Illinois
December 29, 1923

VOTED: That the Executive Board, on behalf of the American Library Association, accept with a high appreciation of the opportunity for service thus made possible, the grant of the Laura Spelman Rockefeller Memorial to promote the preparation of a Union List of Periodicals, and that the Secretary convey to the Laura Spelman Rockefeller Memorial the thanks of the American Library Association.

Continuity in Executive Board: It was

VOTED: That in order to achieve a greater continuity of the membership in the Executive Board of the Association, the Committee on Revision of the Constitution be requested to draft and submit at the approaching annual meeting a provision which will accomplish such an end. It is suggested that the former helpful and effective practice of continuing the retiring President on the Board for one year and the practice of other kindred professional associations of choosing a president one year in advance may well be considered in this connection.

Paris Library School. Miss Bogle submitted plans for the Paris Library School. (Exhibit C). Mr. Wyer read a letter from E. A. Baker of London, suggesting some scheme of co-operation between the School of Librarianship in London and the Paris Library School. In the opinion of the Board such co-operation is not feasible.

VOTED: That the plans for the Paris Library School be approved and the appointment of Mary Parsons as resident director be confirmed.

Proposed Bequest for Weights and Measures. Mr. Windsor, as a committee of one, presented a report on the proposal (Exhibit D) of Samuel S. Dale as made in his letter of July 18 (Exhibit D1) and in his outline of the plan (Exhibit D2). It was

VOTED: That the Board accept Mr. Windsor's report and approve his recommendations in the numbered paragraphs 1-5, inclusive; that the Secretary inform Mr. Dale of the Board's willingness to accept his proposal and of Mr. Windsor's suggestions concerning details.

After considerable discussion it was agreed by all members (including Mr. Windsor, whose report recommended a request for Council authority) that it was not necessary or desirable to present the matter to the Council at this time.

Executive Board
Chicago, Illinois
December 29, 1923

Budgets for 1924. Mr. Roden, chairman of the Finance Committee, presented the budgets as prepared by the Secretary. He stated that the Committee had approved the estimates of receipts and recommended that the budgets be approved by the Executive Board. He stated that one change had been made in the budget at the request of the Finance Committee, namely, that the amount assigned for regular committees had been increased from \$1,000 to \$2,000 in General Funds and expenditures. (Exhibit E)

VOTED: That the budget be approved as submitted.

The Secretary explained that the budget as adopted included an item of \$10,000 for the Temporary Library Training Board and \$5,000 for a textbook with no details and that those details would be submitted to the Executive Board for consideration at a later meeting. (Now included in Exhibit E)

Conference of 1924. President Jennings stated that the Executive Board in April had decided that next year's conference should be in the Northeast; that many cities and resorts had been investigated. A report on Providence as a convention city, prepared by George B. Utley, was read. The Secretary stated that out of the numerous places considered Montreal, Providence, Asbury Park and Saratoga Springs were possibilities. There was considerable discussion of all these places and a tentative ballot was taken to determine the individual preferences of the members of the Board. On this tentative ballot the vote was: Saratoga Springs, 6; Montreal, 3; Providence, 2; Asbury Park, none. It was

VOTED: That the Board proceed to a formal ballot.

On this formal ballot Saratoga Springs received eleven votes and was therefore declared the unanimous choice of the American Library Association for its conference in 1924, contingent upon satisfactory arrangements being found possible.

Library War Service Funds. Mr. Meyer reported correspondence with Dr. Hill in which the latter suggested an appropriation of the balance in the War Funds for the Library of the University of Louvain. He said that he had written to the members of the Committee on the Transfer of Library War Service Activities, of which he is chairman, stating that in his opinion there could be no reason for devoting money to Louvain as long as we have in sight definite uses for the money which are exactly in line with the purpose for which the Fund was originally given. It was announced that Dr. Hill had asked for permission to present the matter at the Executive Board meeting on Monday, December 31.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Carl H. Milam

Secretary

AMERICAN LIBRARY ASSOCIATION
78 E. Washington Street
Chicago, Illinois.

Exhibit A

November 16, 1923.

To the Executive Board:

The responsibility of the American Library profession towards Europe did not cease with the Armistice. War Library Service in Europe involved American librarians in obligations which in honor must be carried on. France (as well as other European countries) has been awakened to the importance of the public library movement and she is seeking every possible help which America can give her. She as well as other countries looks to the American Library in Paris for this help, and if that Library fails, through insufficient resources, to give it, the American library profession in general and the American Library Association in particular will be held responsible and judged accordingly.

The administration of the American Library in Paris rests with the librarian of that library and its Board of Trustees, and not with the American Library Association. However, as the American Library Association created the American Library in Paris, elects annually five of its Trustees and nominates the librarian, it is obvious that the American Library in Paris should be able to count upon the American Library Association for advisory assistance, counsel and professional support, and that it should also be able to turn with assurance to the American Library Association for help in developing or financing projects of international significance. It is with this premise that I present the report on the American Library in Paris in accordance with your resolution of April 23, 1923.

The report is based on information given by the President of the Board of Trustees, members of the Board, members of the Ways and Means Committee, the librarian and staff, and from conclusions reached from attendance at a Board and an Executive Committee meeting, from the statements of many people who used the Library, as well as from daily observation during a period of ten weeks.

As in all the consideration given the question of the American Library in Paris, the financial situation must be of primary importance, I would call attention to the financial statement of the librarian for the period January to June, 1923 (Exhibit A - 1) which shows expenditures of about 195,000 francs, or at the rate of 390,000 francs per year. It should be noted that during most of this period

To the Executive Board - 2

the francs were worth approximately six cents each, thus making the total income less than \$25,000 a year. The sum of \$50,000 annually is the minimum amount required to carry on efficiently the work already begun and now being done in a more or less unsatisfying way. (Since this report was written the statements attached as Exhibits A-4 and A-5 have been received.)

The Library occupies two floors and basement of the building which it rents, the rest of the space being sublet to other organizations.

The Library was organized to meet war time conditions and fulfilled its purpose. With the coming of peace new and unanticipated demands were made upon it which could be satisfactorily met only by a complete reorganization, which was not at the time undertaken.

With the exception of the impetus given the work of the Library during a period of Dr. Carlton's administration, there has been a decline in efficiency resultant upon deterioration of the physical equipment, overcrowded and ill arranged quarters, and an inadequate and overworked staff. The deficiencies become more evident with the growth in France and Europe of the modern public library movement, as the Library has many demands made upon it in consequence of this development, in addition to the steadily increasing pressure of an expanding general use made by Americans in Paris and the Parisians themselves. No small volume of work is entailed in answering all sorts of requests from other European countries. The librarian is overwhelmed with a mass of routine and detail, and he commands neither time nor facilities for the important work. The opportunity for outside contacts is reduced to a minimum which is serious in a continental position as the head of an institution of learning. The present librarian is somewhat at a disadvantage in many contacts in France as he does not speak the language with fluency.

Meetings of the Board of Trustees have been too infrequent (none were held from March to July, 1923,) for the best interest of the Library. The opinion of the President seems to dominate the policy of the Board, the members of which are consequently indifferent and at time uninformed.

The election of strong and able trustees is necessary if the Library is to realize its opportunities.

The Ways and Means Committee has also met infrequently. Individual members of the Committee have done a great deal to secure library members. There has been lacking, however, any strong united effort toward effective increase in financial support. Appeals have been made to several foundations from two of which, the Carnegie Corporation and the Laura Spelman Rockefeller Memorial, grants have been received, while action by the others is still pending. Membership dues are charged

To the Executive Board - 3

by the Library and these can be abolished only when some other source of revenue is assured.

The Library is not a demonstration of the best American public library practice. There is no Children's Department; a room on the second floor holds a haphazard collection of children's books, some tables and chairs, but it in no way represents the children's room of an American Library.

No facilities are provided for training assistants. Positions are filled by people who happen to be available at low salaries rather than by the best people for the particular place secured through systematic effort at something like adequate salaries.

Recently there has been a noticeable improvement in the library affairs. The receipts have increased. Much more vision has been evident as to the scope of the Library and its administration, more initiative has been shown in going after funds. In this connection Exhibit "B" should prove of interest.

It gives me pleasure to report also that since the Library Board meeting of July 19th a radical change for the better seems imminent. Board and committee meetings are planned for frequent intervals; a librarian, experienced in public library work, Mary Parsons, librarian of the Morristown, N. J. Public Library has been appointed assistant librarian; the employment of a secretary for the librarian and of several assistants has been authorized; efforts are being made to secure a competent head for the Catalog Department; a trained assistant for reference work, who is to have charge of the French collection is being supplied by the American Committee for Work in Devastated France; certain gifts of money are being received; and Information Service is being organized in connection with the Library; a Library School has been assured, temporarily at least, to be administered in co-operation with the Library; and the Home Committee, Dr. H. N. MacCracken of Vassar, chairman, is assisting in obtaining funds in America. But the fact of outstanding significance is that a plan for the reorganization of the Library (Exhibit "C") has been outlined and partially undertaken, which is to become entirely effective as rapidly as funds are available. This means that there will be a basic organization susceptible of expansion to meet growth. Upon such a foundation depends the entire future of the American Library in Paris. I therefore recommend:

1. That the relation of the American Library in Paris to the A.L.A. be recognized as co-operative and not dependent.
2. That the Executive Board assure the President of the Board of Trustees of the American Library in Paris of its interest in the broadening opportunities for service coming to the Library, particularly in the establishment of the new Information Service, and that its Executive Board indicate to him the belief that such department, like all other de-

partments of the Library, should be under the general administration of the Chief Executive of the Library, the librarian.

3. That the American Library in Paris be invited to keep its accomplishments and its field of service before American librarians, through monthly reports of activities and frequent articles in American library periodicals, to the end that there may be general understanding and intelligent co-operative effort in those fields which are of importance to both the American Library in Paris and the American Library Association.
4. That officers, committee chairmen and members of the A.L.A. be asked to keep the European representative of the A.L.A. informed of their activities which are related to the activities or objectives of the American Library in Paris, especially in its service to French and other European libraries and librarians.
5. That the Executive Board appropriate from War funds annually for each of the next two years a sum to be applied to the salary of the librarian of the American Library in Paris in his capacity as European representative of the A.L.A.
6. That a drawing account of \$200.00 be granted to the resident European representative of the American Library Association for use in representing the Association at meetings and for such other incidental expenses as may be legitimately incurred by the European representative.
7. That the American Library Association endorse and further in every way possible the work of the Home Committee to secure funds for the American Library in Paris.
8. That, with the needs of the American Library in Paris especially in mind the American Library Association make every effort to assist the Committee on library co-operation with other countries, to give wider publicity to that need for books, and to stimulate libraries and individuals to help meet it.

Respectfully submitted,

(Signed) SARAH C. N. BOGLE,

Assistant Secretary.

AMERICAN LIBRARY IN PARIS

10 Rue de l'Elysee

Paris.

Exhibit A-1

INCOME FOR SIX MONTHS

JANUARY TO JUNE.

	<u>1922</u>	<u>1923</u>
Book Borrowers	42,515,-	47,659,75
Patrons and Life Members ..	9,000,-	30,020,-
Annual Members (Init. Fees)	3,300,-	6,700,-
- - Dues.....	16,350,-	23,000,-
Donations.....	2,500,-	11,792,50
Rent, Interest, etc.....	32,176,60	40,045,70
	<hr/>	<hr/>
TOTAL..	105,841,60	159,217,95
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Difference of income.....Frs. 53,376,-

EXPENDITURES

	<u>1922</u>	<u>1923</u>
Books.....	770,30	1,359,40
Periodicals.....	4,234,10	5,688,80
Binding.....	4,056,90	4,309,25
Carriage and customs.....	290,90	423,30
Furniture and fixtures.....	64,25	-
Operating expenses.....	<u>154,434,72</u>	<u>182,596,74</u>
TOTAL ..	163,851,17	194,377,49

Difference of expenditures.....Frs. 30,526,-

Exhibit A - 1

AMERICAN LIBRARY IN PARIS

Aug. 6, 1923.

Number of Patrons	16
- of Life Members.....	46
- of Annual Members.....	272
- of Subscribers.....	2622
- of Students.....	312

JANUARY TO JUNE

Expenditures:	<u>1922</u>	<u>1923</u>
Salaries and Wages	76,087,10	102,835,25
Rent and Taxes	53,030,70	54,371,55
	<hr/>	<hr/>
Income:		
From Rent	28,741,-	31,495,15

Exhibit A-2

Recommendations for the American Library in Paris; make the library typical in every way of the best American library ideas and methods.

1. Reference and current information work

It is recommended that a survey of the book collection be made in regard to the general needs but with special emphasis on reference material and that the work of the library be developed primarily by the organization of a reference and information service, international in scope and purpose, which will be the most active and important single department of the library and which will always be manned by trained and experienced librarians. Not only will this reference and current information service be rendered to English speaking people in Paris and to citizens of France and of other countries who want to know American ideas or American Library methods but it will respond to the demands from American libraries for information on matters of international importance.

In organization this reference department should conform to the best accepted standards of American Library practice. It is recommended that, for the present at least, the Cleveland Public Library plan of shelving together reference and circulating books on a given subject be combined with the New York Public Library plan of focusing all inquiries at a central information desk. The information desk should be placed near the loan desk so that an experienced librarian will always be at hand to help and supervise young loan desk assistants without unnecessary duplication of staff.

An important feature of the information service will be that an experienced librarian will always be ready to receive the public, to relieve the librarian of the American Library in Paris of unnecessary interviews but to have judgment about sending him important ones, and to see that no reader ever goes away with an indefinite or an unsatisfactory answer.

So far as the staff is concerned, this information service can be made available immediately and all other necessary work of the library, except children's work, can be carried on by the addition of one reference assistant, (already suggested by the President of the Board), one typist and two young desk assistants, and by the acceptance of one assistant offered by the American Committee for Devastated France, whose salary will be paid by the Committee. The accompanying memorandum shows how the time of each staff member will be used.

Book Survey

Determine the scope of the collection in relation to the League of Nations Library as well as to material available in Paris.

Exhibit A-2 (Cont.)

Begin, so far as possible, all books and documents needed to bring the reference collection up to date and then buy what is necessary and place standing orders for annuals and serials.

Withdraw unnecessary duplicates, etc., and add books from the cellar.

Prepare want list for the Library Journal and Public Libraries.

Revise and enlarge current information file and keep it in the reference room.

Build up special collections with the help of experts and organizations:

Examples:

American Poetry, by enlisting help from the Poetry Society of America.

French Language and Literature by enlisting help from the Alliance Francaise.

Equipment

It is recommended that the reference rooms be equipped with shelving, trucks, etc., of the standard American type which will improve the appearance of the library, will permit the concentration of the present shelving in one room with a consequent increase in shelving capacity of the library and which will tend materially toward efficiency of administration. Estimates from the Library Bureau accompany this recommendation.

2. Children's Department

As soon as possible the children's work should be organized to serve the American and English population of Paris and to stand as a model for the development of children's libraries and of school library work in France, and in other countries. A children's librarian who is not only an expert in children's literature and in child psychology but who is also familiar with the publishing field in America and France could bring about the publication of children's books needed in each country and in addition, could give to American libraries the information they need about children's work in all foreign countries.

3. General Recommendations

Budget each year's work and necessary income in advance.

Keep the library open 80 hours a week the year round.

Recommendations for the American Library in Paris - 2

As soon as funds will permit, give up charging for cards.

As soon as funds will permit, put salaries on a par with those paid in American libraries of standing.

Develop further the interest of volunteer committees and individuals in connection with the library.

Consider the question of volunteer workers and apprentices.

Provide later for field work in Europe with the American Library in Paris as the center.

House the Library School and the bibliographical collections of the American Committee for Devastated France.

Print and distribute a small circular of information as soon as decisions are ready.

Sept. 11, 1923.

You asked me to survey the library and make recommendations on the possibilities and needs of the service rendered to the public together with the necessary cataloging and other record work which must be done to maintain the service.

In August I made a survey from the point of view of a member of the public and of any American librarian who visits the American Library in Paris, - in order to get, myself, the impression which the library actually gives to the public. Then I studied carefully existing methods and results in this library and made what seemed to me minimum recommendations for library service here which should be on a par with service in the best American libraries. I have now checked up these recommendations in the light of actual experience in working on the staff and I still believe that they call for the minimum in staff and equipment with which we can do good work.

I believe the following things should be done at once if the service is to be effective enough to justify our hope of support from America:

- (1) Desks for loan, reference and periodical room should be adequately covered from 10 a.m. - 10 p.m. week days and 2-10 p.m. Sundays from October 1st. The August recommendations include provisions for this.
- (2) Enough help in typing and clerical work should be provided to keep work up to date. The August recommendations provide for this.
- (3) Enough shelving and furniture should be provided to give shelf room for 5000 more books, to improve the appearance of the rooms and to make administration more efficient. The August recommendations provide for this.
- (4) The reference collection should be brought up to date by begging and some buying.

Estimate of cost of carrying out these recommendations: -

Salary Monthly-1 Typist	1200 frs.		
2 Desk attendants			
500 each	1000 frs		
	<hr/>	Francs	Dollars
	2200 frs. Cost per year	26400	1584.00
Furniture and changes in lighting		40000	2400.00
		<hr/>	<hr/>
		66400	3984.00
Reference books			1000.00
			<hr/>
			4984.00

Is there a committee to solicit funds in Paris? I believe from interest which the public have expressed that \$5000.00 could be raised here at once. This would enable us to give really good service until the American campaign is heard from. Experience with the same kind of financial situation and difficulties in Morristown makes me believe that support will never come until the library has proved by excellent service that its work is worth supporting.

I believe I should not be really helping in the work if I did not point out the fact that our service to the public is not now so good as it should be. The situation is not due to fault or inefficiency on the part of the staff. On the contrary the staff members deserve great praise for the splendid spirit and the intelligence of their work. As I see it, it is due to the following causes:

- (1) Lack of leadership because the experienced members of the staff who were capable of leading have been obliged to do the essential clerical work and have had no time to make decisions in relation to the library as a whole.
- (2) Lack of certain reference books and of regular provision for getting new books as soon as they are published.
- (3) Inconvenient and unattractive equipment.

I should not wish to emphasize so strongly the critical need of immediate action did I not feel that all the difficulties in the way of the best service can and will be removed as soon as the Board understands them fully.

Today's notes deal only with matters of routine organization, since I am convinced that as soon as we put our present work in excellent running order we can meet the opportunities for larger usefulness and influence that are constantly being presented to the library.

DETAILED REPORT

Records

The Catalog, while it is good in the main must be thoroughly revised. This can be done by the cataloger along with her regular work if she is given the clerical help called for in the August recommendations and particularly if we can have Miss Farrand do the accession numbering and inventory during October. This is a necessary preliminary step to catalog revision.

Desk routine can be much simplified if time of clerical workers can be given to putting records in order. For instance, about 1/3 of the desk space can be saved by having the numerical record of card holders transferred from bulky cards to a loose leaf book. Also an alphabetical record of card holders and members must be made for use at the desk. After working at the desk it seems to me more essential even than it did before, to separate the loan work from the registration and reference work. At present the person at the desk must do simultaneously too many processes to give full attention to the public. Necessary staff and equipment for everything mentioned in this paragraph were provided in the August recommendations.

Reference Work

There has been less call than I had expected for reference material. However there is enough to make me certain that as soon as we make known our willingness and ability to answer reference questions we shall be meeting a real need. In Morristown we worked up our reference service consciously until it has now become one of the most important departments of the library and one which secures for the library a great amount of confidence and financial support from the public.

Books

The basic reference collection is excellent, but certain things, notably English philology and French encyclopedias are hardly covered at all, while some important annuals like the Ayer American Newspaper Annual and Directory are so far out of date as to be practically useless. I am preparing at present two want lists, one of books we should have as gifts or by purchase at once, and another of reference books it would be desirable to accept as gifts at any time.

The circulation collection is very good and can be made even better as soon as time permits weeding out unnecessary copies and adding material from the cellar. The one great lack is any regular provision for having new books as soon as they are issued. I am preparing a small want list of such standard books as Morley's Cromwell which we happen to be without and can easily get by gift or exchange.

AMERICAN LIBRARY IN PARIS Inc.
10 rue de l'Elysee
PARIS

BALANCE SHEET FOR SEPTEMBER 30th, 1923.

Cash (at Banque de Paris et des Pays Bas).....Frs.	33,068.07	
Equitable Trust Company	40,000.-	
National City Bank.....	85,150.-	
Petty Cash.....	1,000.-	
		159,218.07
Securities:		
Bons du Trésor 6%.....	400,000.-	
Credit National 1920 - 5%	50,000.-	
Bons de la Défense Nationale 5%	63,100.-	
		513,100.00
Deposit Cie d'Electricité.....		500.00
Current expense fund.....	26,827.85	
(Balance at close of 1922)		
Expenditures: (Jan. - Sept. 1923)		
Operating expense	194,611.37	
Carriage and customs	471.50	
Binding.....	5,260.25	
Periodicals.....	5,909.15	
Books.....	1,485.65	
		207,737.92
		234,565.77
		907,383.84
Cr.		
Endowments .		400,000.00
Reserve Fund:		
Patrons.....	161,020.-	
Life Members.....	90,000.-	
Annual Members. (Initial Fees).....	35,300.-	
		286,320.00
Receipts for current expenses (Jan.-Sept. 1923.)		
Annual dues (1922).....	900.-	
" " (1923).....	24,000.-	
Book Borrowers	66,095.30	
Donations	99,942.50	
Interest.....	29,133.57	
		220,071.37
Information Dpet. (Emerson Fund)		992.50
		907,383.87

ADDITIONAL EXPENDITURES AUTHORIZED IN SEPTEMBER 1923.

<u>INCREASED SALARIES</u>	<u>INCREASE AUTHORIZED</u>
Assistant Librarian from 18,000 Frs. to \$2000 a year...	\$ 800.-
Secretary to Librarian at 21,600 Frs. in place of typist at 7,200 Frs. a year.....	960.-
<u>NEW SALARIES</u>	
Assistant at 1200 Frs. a month.....	960.-
" 500 " "	400.-
" 500 " "	400.-
Rental of additional room at 3,000 Frs. a year.....	200.-
<u>BOOKS</u>	
Reference books	300.-
Binding of periodicals	500.-
This includes purchase of missing numbers not procurable as gifts.	
<u>FURNITURE</u>	280.-
Loan desk required to handle increased number of patrons more rapidly and more efficiently.	
TOTAL	\$ 4,800.

AMERICAN LIBRARY ASSOCIATION
78 E. Washington Street,
Chicago, Illinois

Exhibit B

Twenty-ninth
December,
1923

To the Executive Board:

The special committee appointed by the President to consider and report upon the budgets of the American Library in Paris and of the American Library School in Paris, respectively, has the honor to submit the following report.

The budget of the American Library in Paris was received with a letter of transmittal to Secretary Milam from Dr. W. Dawson Johnston, Librarian of the American Library in Paris, under date of November 28th, 1923, stating that at a meeting of the Executive Committee of the Board of Trustees of the American Library in Paris, held November 20th, the budget as enclosed was made effective for a period of six months.

Dr. Johnston further states in his letter that the Trustees will revise this budget as soon as the income is increased, and will revise it with a view to curtailing expenditure at the end of six months if the income is not increased.

There is also included a supplemental memorandum showing the further sums immediately needed but unprovided for in the budget. Your committee, however, concerned itself at this time only with the official budget as presented, and reports the latter with the recommendation that it be approved, qualifying its report with the following comments and recommendations.

It may be noted that the budget as balanced in the sum of Frs. 382,000 covers only the items under the heading "Applied to Current Expenses" (See Exhibit A: Income). These comprise the general expenditures for the conduct of the Library itself. There is another division under Income, but outside the balanced budget, which is headed "Departmental" and itemized as:

Department of International Affairs.		
Emerson Fund	\$5000 @ 18	Frs. 90,000
Spelman Rockefeller Fund	\$7500. @ 18	135,000.

Exhibit B

To the Executive Board : - 2

In the separate salary schedule (Schedule A) all salaries are itemized to correspond with the total of Frs. 246,000 as appropriated in the balanced budget of "Current Expenses". At the end of this schedule and below said footing of Frs. 246,000 appear three items, namely:

Department of International Relations

Secretary \$1080Frs. 19,440

French Department

Assistant 9,000

Editorial Department

Business manager, "Ex Libris" 27,000

The first of these three items may be, and presumably is, a charge against the funds credited to "Department of International Affairs" under Income, but this relation is not clearly shown and is, in fact, further clouded by the verbal discrepancy between the two headings. No record is found under Expenditures to show the appropriation of these sums, and in the case of the other two salaries listed below and outside of salary schedule A as described, your committee has been unable to find any corresponding entries under Income, and has no knowledge of their source. It appears to be assumed, and this assumption may be correct, that the three activities thus briefly referred to in the salary schedule are not of official interest to the Executive Board, and this conclusion is supported by the fact that a separate itemized budget has been included for the Carnegie Fund of \$7500, which is, of course, under the jurisdiction of this Board. Your Committee deems it proper, however, to note the apparent disposition to regard these activities of "Departments" as distinct at least in their fiscal relations, from the Library itself, and feels impelled to raise the question whether such an arrangement seems desirable from the standpoint of organization and efficient administration.

One other suggestion should be made as a contribution towards balancing the budget, namely: that the sum of Frs. 12,650 which, according to information derived from correspondence placed at our disposal, is to be applied to reducing a deficit, should be properly listed under Expenditures. The total amount appropriated for Current Expenses would then be equal to the total Income shown in Exhibit A.

With reference to the detailed statement showing the proposed use of the grant of \$7500 from the Carnegie Corporation, it is interesting to note that nearly the entire amount is applied to increases in salaries and additions to the staff. This is probably the wisest and most profitable use that could be made of this fund at this time, and

Exhibit B

To the Executive Board: - 3.

should contribute materially toward establishing and promoting that quality of Service which is the substance of the American Library ideal. No part of this sum, nor any other part of the income of the Paris Library for the current year has been appropriated for the purchase of books, the emphasis being rightly placed for the time being upon the organization of a staff measurably equal to the task of mobilizing the existing resources of the Library which, thus far, have been only partially developed. On the other hand, the fact that the Library has no fund of any sort for the purchase even of the most important current publications within its scope is a misfortune the gravity of which should not be overlooked, and one which, it is to be hoped, will be speedily overcome by the further aid of generous friends of the institution. Attention is called, in this connection to the appropriation of Frs. 15,500 from the Carnegie grant which, converted at 18, aggregates Frs. 135,000 to "Proportion of General Expenditure" without more detailed statement of the distribution of this sum. The Committee permits itself to inject the query whether the intent of the donor has been fully met by the application of one-ninth of the total grant to unitemized general uses, or whether the entire amount of the grant should not have been specifically budgeted.

The recommendations of the Committee are:

That authority be given for the transfer of one-half of the sum granted by the Carnegie Corporation for the use of the American Library in Paris, namely one-half of \$7500, or \$3750, to meet the budget for the six months beginning Nov. 1, 1923.

That the Board of Trustees of the American Library in Paris be invited to consider the comments and suggestions herein submitted before the budget for the ensuing six months is compiled, and that the urgent necessity of applying a portion of its income to the purchase of books, as soon as the pressure of other needs begins to subside, be called to the attention of the Trustees.

Your Committee has also considered the budget of the Paris Library School, submitted by the Assistant Secretary as Director of the School.

The Committee recommends that this budget be adopted as submitted.

Respectfully submitted,

(Signed) SARAH C. N. BOGLE

" EDWARD D. TWEEDELL

" C. B. RODEN
Chairman.

AMERICAN LIBRARY ASSOCIATION
78 E. Washington Street
Chicago, Illinois

PLAN FOR A LIBRARY SCHOOL
IN PARIS

Exhibit C.

The primary purpose of the school is to offer training in librarianship to a selected group of French men and women. For purposes of international comity the student enrollment will not be limited to applicants from France, though other things being equal these will have first consideration.

An organized plan for the systematic interchange between the library schools of Paris and America of those students desiring to pursue special subjects is also part of the scheme. It is expected that this will help further library development in the two countries, and promote the desired fellowship. The almost immediate acceptance of the opportunity for training, as shown by the 97 people applying for admittance to the Summer Course this year, demonstrates the need for such a training school; while on the other hand, the ease with which positions are materializing for students not previously placed offers equally satisfying demonstration of the demand for trained librarians.

The School will occupy rented quarters in the American Library in Paris, and while operated independently, will co-operate closely with the Library. The Library and the School will jointly employ certain instructors who will thus hold part-time positions in the Library.

The School will offer a course of approximately 36 weeks divided into two semesters - and a summer course of six weeks. The donors of the fund expect that the School shall be supervised by the Assistant Secretary but administered by a director resident in Paris.

The Faculty will be selected to meet the special needs of a new movement in a country where educational barriers present many problems. The registrar and one or two instructors will probably be French, as will also be most of the special lecturers.

The Curriculum has been outlined, but is not yet ready for presentation. It will not differ materially from that of the conventional Library School in America.

Scholarships. It is desirable for purposes of publicity and interest that the Alumni of the American Library Schools

Exhibit C

be given an opportunity to cooperate in supporting an international scholarship; it is equally desirable that the same request be made to the Comité Américain pour les Régions Dévastées de la France Alumni and the Good Will Association. One such scholarship was given by a group of librarians to the summer school this year, and another is now under consideration by members of the Alumnae Association of one of America's best known colleges. The Indiana Library Association has pledged \$500 toward a scholarship.

Mary Parsons, B. L. S. 1913, L. S. 1911-'13, Bay City, Michigan, Smith col. B.A. '08; student asst. Smith col. lib. Apr.- June '08; librn. Mount Hermon (Mass.) sch. lib. Sept. '09-Aug. '11; asst. ref. dept. N. Y. S. L. Oct. '12-Dec. '13; asst. information desk, ref. dept. New York p. l. Dec. '13-Mar. '17; librn. Morristown (N.J.) p. l. Apr. '17-'23; treas. N. J. lib. assn. '18-'19, sec. '19-'21; 1st vice pres. L. S. assn. '20-'21; asst librn. American Library in Paris, '23-date, has been offered the resident directorship of the School subject to the approval of the Executive Board. She has indicated her acceptance.

It is recommended that the plan be approved in general and that the Assistant Secretary be authorized to proceed with the organization and conduct of the School.

It is further recommended that the Board approve Miss Parsons' appointment as Resident Director of the Paris Library School.

It is recommended that the Executive Board express its appreciation to Mrs. Anne Dike, President Comité Américain pour les Régions Dévastées de la France, of the significance to library development of the work done in France by Miss Carson and her associates and of the financing of a school by the Comité Américain pour les Régions Dévastées de la France of the Library School.

Exhibit D

Mr. Judson T. Jennings,
President, A. L. A.

Dear Mr. Jennings:

In September you asked me to take under consideration the proposed bequest of Mr. Samuel S. Dale, and to make thereon a report and recommendations for the consideration of the Executive Board and the Council at the Mid-winter meetings. A copy of Mr. Dale's "Outline of the Plan" (Exhibit-D-1) was sent to each member of the Board and I have had also the comments of the members of the Board on the Outline.

Mr. Dale's "Outline of the Plan" is practicable and good, but the following suggestions might be submitted to him for its improvement, if the A. L. A. accepts the responsibility of administering the trust:

(1) Paragraph three reads:

"The purchase of books, pamphlets, manuscripts and other literature or records relating to weights and measures in any language and of any date, to be given outright to libraries in cities of the United States having a population of _____ or more, providing such libraries maintain a special collection of literature on this subject of weights and measures."

Instead of specifying the minimum population of cities whose libraries may receive these books, it would probably better serve the interest Mr. Dale has at heart, if he changes that reading and states merely the purpose of the Fund, as stated in his second unnumbered paragraph after number seven. This paragraph 3 then might read:

"The purchase of books, pamphlets, manuscripts and other literature or records relating to weights and measures in any language and of any date, to be given outright to libraries selected by the American Library Association in order to further the purpose of the fund, which is to provide for the accumulation of literature on Weights and Measures at places where it will be readily accessible to the largest number of persons making a serious study of the subject."

If Mr. Dale prefers to retain the original reading of paragraph 3, we might suggest to him that 200,000 is a reasonable population requirement for cities; we might also suggest that he include an alternative provision that the books may be given to the libraries in these cities, "or to libraries of 400,000 volumes or more in other cities"; this provision will make it possible to select libraries in some university centers, which would not qualify under the 200,000 population requirements.

Exhibit D

-2-

(2) His draft of paragraph three includes the well-known provision that these libraries must maintain a "special collection". We should, if necessary, suggest to him the undesirability of making that a requirement, though most or all libraries will normally classify the literature on Weights and Measures together. Rather than maintain the "special collection" in the strict sense, most libraries will greatly prefer a requirement that each book received from the Dale fund bear within it a statement of the source. Most libraries have book-plates and are accustomed to including such statements on them.

(3) Mr. Dale states that he is not sure that "Science and Engineering" are the best subjects on which to spend any surplus funds. He should be told that those subjects appear to be suitable and, furthermore, are related to the subject of Weights and Measures, which is an advantage.

(4) Mr. Dale further states that he is not sure as to the proper maximum limit of the principal of the Fund. He mentions "not less than \$5,000 and not over \$10,000." We should call his attention to the desirability of establishing the latter figure, if practicable, in order to yield a sufficient income to build up and maintain good collections of books, even in so limited a field as Weights and Measures, in only a small number of libraries so distributed as to reach the largest number of people interested in the subject.

(5) It should be stated in the Plan that the expense of administering the bequest should be chargeable to the income from the Fund.

Although the above changes in Mr. Dale's plan are suggested, and will, I hope, appeal to him as reasonable and desirable, none alter the essence of his plan, which even as it stands, should be accepted or approved by the A. L. A., as a trust, with an expression to Mr. Dale of our appreciation of his confidence in us and of his generous cooperation in furthering the cause of education.

Query for the Executive Board: Can favorable action by the present Board or Council on a matter like the Dale proposal be binding on a future Board or Council?

Since doubt has been expressed in the Executive Board as to whether the Board alone should accept the Dale bequest, the matter should go to the Council, preferably couched in such general terms as to keep private Mr. Dale's proposal and to authorize the Board to accept for the A. L. A. this or any similar bequest whenever offered. The following resolution, to be presented to the Council, is therefore proposed:

RESOLVED: That the Executive Board be authorized by unanimous vote of all members to accept for the A. L. A. gifts, bequests and devises, the principal or the income of which are to be expended for special purposes, when these special purposes are in harmony with the aims and purposes of the A. L. A.; provided

Exhibit D

that the expense of administering such funds shall be charged to the fund or the income from the fund.

Dec., 24, 1923.

P. L. WINDSOR

Dear Mr. Board, I received your letter of the 12th regarding the distribution of literature on rights of members, for which I intend to make a report, and at the same time in writing to you regarding the matter.

I have been thinking about the plan of the Board, and have been talking with Mr. Board, and with a view to the best possible arrangement.

I am glad to hear that you are always active in the work of the Board, and that you have been able to get the Board's attention to the matter of the literature. I am sure that your Board's attention to the matter will be of great value to the Board.

I would be glad to have suggestions from you and your committee regarding any and all changes of the present plan, and any defects that may exist in the present plan.

Very truly yours,
P. L. Windsor

Exhibit D-1

SAMUEL S. DALE
10 HIGH STREET
BOSTON, MASS.

July 18, 1923

Mr. Carl H. Milam, Secretary,
American Library Association,
78 E. Washington St.,
Chicago, Ill.

My dear Mr. Milam:

Mr. Belden, Librarian of the Boston Public Library, has sent me a copy of your letter to him regarding the distribution of literature on weights and measures, for which I intend to provide by a bequest, and at his suggestion I am writing to you direct regarding the matter.

Enclosed is a draft of the plan as it has been formed in my mind after consulting with Mr. Belden, and which I think will give you all essential particulars.

Now as to the time for reaching a decision. I am like the man, I forget who it was, who said that he had always noticed that if he lived through the month of June he invariably lived during the remainder of the year. If that rule should hold good this year, your December meeting would be in time. But there is always a chance that it may not, although there are now no indications of such a failure. For this reason I want to ask if it would not be possible for you to submit the plan to the members of your Executive Board by mail and obtain an expression of opinion. If favorable their replies might assure the confirmation of their decision in December as a matter of form and thus warrant me to have the bequest definitely provided for without waiting for the formal action by your Board.

I would be glad to have suggestions from you and your associates regarding any and all features of the bequest so as to correct any defects that may exist in the present plan.

Thanking you in anticipation for your assistance, I remain

Yours very truly,

(Signed) SAMUEL S. DALE

While you will of course give my name to your associates, you will understand that I should like to have them hold the plan and my name in confidence, as one naturally wants his intentions regarding such matters known only to those who must know of them.

OUTLINE OF THE PLAN

1. To create at my death or that of Mrs. Dale if she should survive me, a fund of not less than \$5,000 and not over \$10,000, one-half the income from which shall be added to the principal when the principal is less than a stated maximum.
2. The other half of the income when the principal is less than the maximum, and all of the income when the maximum is reached, to be used for the purpose stated in next paragraph. (3)..
3. The purchase of books, pamphlets, manuscripts and other literature or records relating to weights and measures in any language and of any date, to be given outright to libraries in cities of the United States having a population of _____ or more, providing such libraries maintain a special collection of literature on this subject of weights and measures.
4. The financial management of the fund to be intrusted to a trust company.
5. The selection and distribution of the literature to be made in accordance with the judgment of the American Library Association.
6. In case the available income from the fund is found in any year to be in excess of the amount that can be advantageously expended for literature on weights and measures, the excess to be used for the purchase and distribution of literature on science and engineering.
7. The books on weights and measures purchased with this fund to be selected without regard to any propoganda, and for the sole purpose of collecting all the literature and records that in the judgment of the American Library Association are worthy of being included in a library on this subject.
8. These seven paragraphs outline the plan as it is now in my mind. The points that are not settled are (a) the maximum limit of the principal; (2) whether science and engineering are the best subjects for providing for any surplus; (3) the size of the cities to the libraries of which the literature is to be given.
9. The purpose of the fund is to provide for the accumulation of literature on weights and measures at places where it will be readily accessible to the largest number of persons making a serious study of the subject. This is the reason for confining the distribution to the more important centers of population.
10. The size of the maximum would depend on the subjects other than weights and measures, for which any surplus income is authorized.
11. It would seem as if such a fund could be administered without burdening the American Library Association with the actual physical distribution of the literature; that the object of the trust could be served by having the American Library Association approve of applications for literature under this trust, and then approve of bills for such literature, the bills then to be paid by the trustee.

EXHIBIT E

A. L. A. BUDGET, 1924

ESTIMATED INCOME FROM ALL FUNDS

(Except the A. L. A. Building Fund)

Balance on hand January 1, 1924—		
General Funds	\$ 4,710.50	
Publishing Funds	301.04	
War Funds	50,834.90	
Books for Everybody Fund	7,305.71	
Books for Europe Fund	4,565.73	
Membership dues—		\$ 67,717.88
Annual dues	\$17,000.00	
Chapters	450.00	
Life memberships	200.00	
Conference registration		17,650.00
Income from endowments—		1,200.00
The Endowment Fund	\$ 1,700.00	
Carnegie Endowment Fund	4,500.00	
Oberly Memorial Fund	45.00	
		6,245.00
Carnegie Corporation of N. Y.—		
For Temporary Library Training Board	\$10,000.00	
For preparation of a text-book	5,000.00	
		15,000.00
For the American Library in Paris		7,500.00
Accounts receivable—		
General publications	\$ 4,500.00	
Booklist	2,800.00	
		7,300.00
Publishing Funds sales—		
Publications	\$30,000.00	
Booklist subscriptions	8,500.00	
Books (review copies)	1,800.00	
		40,300.00
Books for Everybody Fund—		
Contributions	1,000.00	
Books for Europe Fund	5,000.00	
American Committee for Devastated France, for Paris Library School		50,000.00
Interest on bank balances—		
General Funds	\$ 60.00	
Publishing Funds	10.00	
War Funds	200.00	
Books for Everybody Fund	10.00	
Books for Europe Fund	60.00	
		340.00
Interest on bonds—		
War Funds	\$ 1,500.00	
Books for Everybody Fund	75.00	
		1,575.00
		\$220,827.88

GENERAL FUNDS

Estimated Income

Balance, January 1, 1924, \$	1,710.50
Laura Spelman Rockefeller Mem. for Union List of Periodicals Committee	3,000.00 ¹
	\$ 4,710.50
Membership Dues—	
Annual dues	\$17,000.00
Life Memberships	200.00
	17,200.00
Dues of chapters and affiliated societies	450.00
Conference registration	1,200.00
A. L. A. War Funds	2,000.00 ²
Income—Endowment Fund	1,700.00
Carnegie Corporation of New York—	
For Temporary Library Training Board	10,000.00 ³
For The American Library in Paris	7,500.00
A. L. A. Publishing Funds—	
For 1923	\$ 3,000.00
For 1924	9,350.00
	12,350.00 ⁴
Interest	60.00
	\$57,170.50
Estimated Expenditures	
Bulletin	\$ 4,500.00
Conference	2,100.00
Committees and Boards—	
Regular	\$ 2,000.00 ⁵
Committee of five	1,000.00
Temporary Library Training Board—	
Salaries	\$5,060.00
Travel	3,500.00
Stationery supplies, printing of forms, reports, etc.	450.00
Postage, telephone, telegraph	350.00
Sundries	70.00
Contingent	570.00
	\$10,000.00 ⁶
Union List of Periodicals—	
Salaries	\$2,800.00
Expenses	200.00
	3,000.00
	16,000.00

¹Approved by Temporary Library Training Board and by Executive Board.

Salaries	17,457.00
Additional service	1,000.00*
Supplies	1,200.00
Postage, telegraph, telephone...	1,500.00
Miscellaneous	500.00
President's contingent fund.....	100.00
Travel	500.00
Endowment Fund	200.00
Office equipment	200.00
Auditing	125.00
European representative's con- tingent fund	200.00
American Library in Paris.....	7,500.00
Contingent Fund	3,988.50
Petty Cash	100.00
	<hr/>
	\$57,170.50

PUBLISHING FUNDS

Estimated Income	
Balance, January 1, 1924.....	\$ 301.04
Accounts receivable—	
General publications	4,500.00
Booklist	2,800.00
Income—Carnegie Endowment Fund	4,500.00
Carnegie Corporation of N. Y.— For preparation of a textbook	5,000.00 ⁷
Sale of publications.....	30,000.00 ⁸
Booklist subscriptions	8,500.00 ⁹
Sale of books (review copies)...	1,800.00
Interest	10.00
	<hr/>
	\$57,411.04

Estimated Expenditures

Salaries	\$12,260.00 ⁹
Printing Booklist	3,500.00
Advertising	1,300.00
Express and postage.....	3,500.00
Supplies	1,500.00
Incidentals	400.00
Travel	350.00
Publications	15,326.04 ¹⁰
Preparation of a textbook—	
Salary of author.....	\$3,600.00
Fee for expert advice..	250.00
Conference with author and textbook expert..	600.00
Clerical assistance (for author) and miscella- neous	550.00
	<hr/>
	5,000.00 ⁷
Auditing	125.00
Office equipment	200.00
Royalties—1923, 1924	1,500.00
A. L. A. General Funds, Head- quarters expense—	
1923	\$3,000.00
1924	9,350.00
	<hr/>
	12,350.00 ⁴
Petty Cash	100.00
	<hr/>
	\$57,411.04

WAR FUNDS

Estimated Income	
Balance, January 1, 1924.....	\$50,834.90
Interest, Liberty Bonds and Govt. of Dom. of Canada Bonds.....	1,500.00
Interest	200.00
	<hr/>
	\$52,534.90

Estimated Expenditures

A. L. A. General Funds, Head- quarters Expense	\$ 2,000.00
Hospitals	5,000.00 ¹¹
American Library in Paris.....	1,000.00
U. S. Navy.....	6,600.00
Miscellaneous	2,500.00
Men in institutions not served by U. S.	5,000.00
Unappropriated balance	30,434.90
	<hr/>
	\$52,534.90

BOOKS FOR EVERYBODY FUND

Estimated Income	
Balance, January 1, 1924.....	\$ 7,305.71
New cash contributions and pay- ments on pledges	1,000.00
Interest, Liberty Bond coupons..	75.00
Interest	10.00
Refund from Publishing Funds...	250.00
	<hr/>
	\$ 8,640.71

Estimated Expenditures

Books for the blind.....	\$ 1,764.00
Book lists, reading courses and book publicity	4,000.00
General library publicity.....	500.00
Endowment Fund	1,867.30
Depreciation on Liberty Bonds..	70.00
Unappropriated balance	439.41
	<hr/>
	\$ 8,640.71

BOOKS FOR EUROPE FUND

Estimated Income	
Balance	\$ 4,565.73
Laura Spelman Rockefeller Me- morial Fund	5,000.00
Interest	60.00
	<hr/>
	\$ 9,625.73

Estimated Expenditures

Administration	\$ 900.00
Austrian libraries	1,000.00
German libraries	4,000.00
Hungarian libraries	2,000.00
Polish libraries	1,655.10
Unappropriated balance	70.63
	<hr/>
	\$ 9,625.73

EXHIBIT E

PARIS LIBRARY SCHOOL BUDGET, JAN. 1, 1924-MAY 31, 1925

Income

To be received from American Committee for Work in Devastated France (to cover a period of two school years)..... \$50,000.00

Estimated Expenditures

Salaries.....	16,905.00
Supplies.....	1,200.00
Postage, cable, telegraph, telephone.....	500.00
Travel.....	4,600.00
Equipment (including 25 desks and chairs, about \$1,400.00; catalog cases, about \$100.00; typewriters, about \$375.00; books and miscellaneous equipment, \$1,025.00).....	2,900.00
Rent.....	600.00
Contingent.....	1,025.00
	<u>\$27,730.00¹²</u>
Estimated expenditures in 1925.....	<u>22,270.00</u>
	\$50,000.00

Salary List

(The following distribution is planned. It is left somewhat flexible pending securing of faculty and development of courses.)

Director (Approximately 6 months).....	\$ 2,300.00*
Resident director at \$275.00 per month -Feb. 1, 1924-May 31, 1925	4,400.00
Chief Instructor, May 1, 1924-May 31, 1925 3/5 of \$225.00 salary..	1,755.00**
Instructor, May 1, 1924-May 31, 1925 @ \$175.00.....	2,275.00
2 part time instructors, 11 months @ \$100.00 per month each.....	2,200.00
Lecturers, 13 months.....	1,000.00
Registrar, 13 months @ \$125.00 per month	1,625.00
Stenographer, Mar. 1, 1924 - May 31, 1925- 15 mos. @ \$90 per mo.	<u>1,350.00</u>
Total Salaries.....	\$16,905.00

* Salary of director to be \$400.00 per month when on leave of absence from A.L.A., but otherwise \$333.33.

**Paris Library is expected to carry 2/5 of this salary

TEMPORARY LIBRARY TRAINING BOARD

BUDGET, 1924

Salaries:

Executive officer.....	\$3,000.00	
Assistant (for part time investigation). Salary and expenses.....	400.00	
Stenographer.....	1,560.00	
Additional service.....	100.00	\$5,060.00

Travel:

Chicago meeting, Dec.-Jan.....	\$500.00	
N.Y. City meeting, about Mar. 1, '24	800.00	
Hearing, Board members and of- ficers expenses only.....	800.00	
One other meeting, (perhaps of permanent Board after July 1)	500.00	
Travel for investigation.....	<u>1,100.00</u>	3,500.00
Stationery supplies, printing of forms, reports, etc.....		450.00
Postage, telephone and telegraph.....		350.00
Sundries.....		70.00
Contingent.....		<u>570.00</u> <u>\$4,940.00</u>
Total.....		\$10,000.00

OBERLY MEMORIAL FUND

Estimated Income

Oberly Memorial Fund—Interest on
\$1000.00\$45.00

Estimated Expenditures

Income to be spent as an annual
award, in the name of Eunice Rock-
wood Oberly, to the compiler of the
best bibliography of the year in the
field of agriculture or the natural
sciences\$45.00

¹This has been received. It is expected
that the rest of the \$10,000 appropriated prob-
ably will not be called for in 1924.

²This is for continuing war service work.

³This grant was voted on November 22,
1923. It is being paid in quarterly install-
ments beginning December 31, 1923.

⁴This is 25 per cent of the receipts from

sales of publications and *Booklist* subscriptions,
including accounts receivable, less the salaries
of the bill clerk and office boy which are being
transferred in 1924 to the Publishing Funds
inasmuch as practically all of their time is
given to the publishing business.

⁵The Executive Board authorized the Presi-
dent and Secretary to apportion these funds
to the Committees.

⁶This is smaller than last year because the
salary of the office boy has been transferred
to the Publishing Funds salary list and the
salary of the office girl has been transferred
to the salaries item in this budget.

⁷This grant was voted November 22, 1923.
A detailed budget was adopted by the Execu-
tive Board "as a guide to the Chairman of
the Editorial Committee and the Secretary."

⁸We have assumed receipts in 1924 approxi-
mately equal to those of 1923.

⁹This figure is larger than the 1923 expendi-
tures because it includes full salary for the
Booklist editor for the whole year, an editorial
assistant's salary, which has heretofore been

carried in the publications item, and the sal-
aries of the bill clerk and office boy, which
have formerly been carried in the General
Funds budget.

¹⁰Deductions on account of editorial as-
sistant's salary and other unusual expenses
caused by the editorial work on the *A.L.A.*
Catalog would justify reducing this item from
\$21,366 last year to about \$14,000.

¹¹In a letter of November 9 General Hines
said, "Assurance is given that the services
of the American Library Association will be
requested in every instance where such serv-
ice will be of mutual interest." It is not an-
ticipated that there will be any considerable
calls. For that reason the appropriation is
relatively small.

¹²The budget for the first year totals \$27,-
730.00 leaving the sum of \$22,270.00 for the
expenses of the second year. The sum of
\$2,730.00 is thus assigned from the second half
of the total sum to the first year for initial
expenses.

BUDGET 1924 - SALARY LIST.

Based on December Payroll.

GENERAL FUNDS.

Carl H. Milam	\$ 6,000.00	
Sarah C.N. Bogle	2,666.66	(a)
Eva M. Ford	2,700.00	
Gwendolyn White	2,100.00	
Norma J. Johnson	1,800.00	
Florence Watson	1,380.00	
Augusta Bank	810.00	
	<hr/>	
	\$17,456.66	

PUBLISHING FUNDS.

Emily V.D. Miller	3,000.00	
Margaret Terwilliger	1,560.00	
Isabel Bowen	1,700.00	
Frances A. Lipman	1,500.00	
Jessie G. VanCleve	2,400.00	(c)
Cena Bolt	1,380.00	(b)
Karl Peters	720.00	(b)
	<hr/>	
	\$12,260.00	

WAR FUNDS.

Winifred Jones	1,380.00	(d)
Eva Gally	1,200.00	
	<hr/>	
	\$ 2,580.00	

BOOKS FOR EVERYBODY FUND.

Helen Seymour	2,400.00
Margaret Pakenham	1,740.00
	<hr/>
	\$4,140.00

- (a) Miss Bogle's salary is to be paid for 4 months by Paris Library School, and her work in Chicago is to be carried during her absence by the executive assistant of the Temporary Library Training Board.
- (b) Shifted from General Funds to Publishing Funds.
- (c) Paid from item "Publications" in 1922-23.
- (d) Charged to "Men in Institutions not served by the U.S."
- (e) Charged to "Miscellaneous" in 1923.
- (f) To be charged, 10% to General Library Publicity and 90% to Book list, reading courses and book publicity.

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

Hotel Sherman, Chicago, Illinois
December 31, 1923. 10:00 a.m.

A meeting of the Executive Board was held in the Hotel Sherman, Chicago, Illinois, Monday, December 31, 1923, at 10:00 a.m.

Present: President Jennings, Misses Countryman and Freeman, Messrs. Bishop, Compton, Godard, Meyer, Reece, Tweedell, Windsor and Wyer; also Mr. Milam and Miss Bogle. Mr. Roden came in at 11:20.

American Library in Paris: Mr. Wyer made a verbal report on relations with the Paris Library, and it was

VOTED: That the Committee, consisting of Mr. Wyer, Mr. Bishop and Mr. Meyer be asked to report at the next meeting not only on relations with the Paris Library but on Miss Bogle's recommendations concerning the Paris Library.

Louvain Library: Dr. Frank P. Hill proposed that a considerable amount of the balance in the War Funds be appropriated toward the rebuilding of the library of the University of Louvain. He reported that about one-third of the new building is completed; that the work of construction is now halted by lack of funds; that about \$500,000 must still be raised, and that about \$40,000 is required monthly to keep the work going. He read letters, or portions of letters from Theodore L. Frothingham, Nicholas Murray Butler, Whitney Warren, John Cotton Dana and Herbert Putnam, and urged that the Executive Board, on behalf of the Association, make some further contribution to this enterprise. Specifically he proposed

1. That the Executive Board appropriate \$40,000 from the War Funds; or
2. That the balance of approximately \$50,000 in the War Funds be kept intact and that only the interest on the money be spent for the needs of the people who are being served; or
3. That the Executive Board appeal directly to the librarians for individual subscriptions, perhaps on the basis of \$1.00 per person.

Miss Mary E. Ahern, who came into the meeting with Dr. Hill, urged some action that would bring further aid from the American Library Association to the Library of the University of Louvain.

It was agreed that the report of the Committee on the Transfer of Library War Service Activities should be heard before the Board acted on Dr. Hill's recommendations.

Library War Service Activities: Mr. Meyer, chairman of the Committee on the Transfer of Library War Service Activities, stated that he was ready to endorse all of Dr. Hill's suggestions as independent proposals but believed the needs of the ex-service men must come first under the terms of the gift. He spoke of the need of appropriating money for the salary of one field librarian for the Navy, and of the urgent needs of the men in hospitals, penal institutions, reformatories and other places where ex-service men are not receiving adequate library service except as it comes from the A.L.A. He moved the adoption of the following resolution:

RESOLVED: That as long as there remains any of the original purpose in any form whatever for which the War Service Fund was donated, it is not advisable to appropriate any of the funds to rebuild the Louvain Library destroyed by the Germans.

Mr. Wyer seconded the motion and spoke of the legal obligation to spend the money for the needs of the ex-service men.

Certain amendments to the resolution were proposed, and the President asked Mr. Wyer and Mr. Meyer to redraft the resolution for adoption later.

Request from the Navy: President Jennings read a letter of December 19, 1923 (Exhibit A). No action was taken at that time. (See Executive Board minutes, January 2, 1924, pp. 3 & 4)

Committee on Salaries, Insurance and Annuities: The Secretary spoke of a communication from Laure Claire Foucher of Utica, New York, suggesting the appointment of a committee to study library pensions, and of his own discussion of the question with Dr. Furst of the Carnegie Foundation for the Advancement of Teaching. On his recommendation it was

VOTED: That the Committee on Salaries be made a Committee on Salaries, Insurance and Annuities.

Committee on Ethics of Librarianship: The Secretary reported the action of the Executive Board on April 23, 1923, which referred the matter of the appointment of such a committee to the present Executive Board. No action was taken.

Committee of Seven: The Secretary reported that with the approval of the Special Library Executive Committee the Committee of Seven has been discontinued.

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Executive Board
Hotel Sherman
December 31, 1923

Legal Opinion Regarding the Incorporation of the
A.L.A.: The Secretary read the following letter of May 29,
1923, from Chapman, Cutler & Parker:

"Dear Mr. Milam:

Thanks for your good letter of the 16th. In answer to your inquiry as to whether the American Library Association is really incorporated under the laws of Massachusetts when it does not hold its annual meetings in that Commonwealth, I beg to advise that the Association is really incorporated under the laws of that Commonwealth, and that the fact that it does not hold its annual meetings there does not affect its incorporation there. There is nothing in the pertinent laws of Massachusetts requiring the Association to hold its annual meetings within the Commonwealth, and in the absence of such requirement the Association is at liberty to hold these meetings where it may prefer.

Yours truly,

Chapman, Cutler & Parker."

It was

VOTED: That the letter be spread upon the minutes.

Trust Funds: The Secretary referred to the action of the Council at the Hot Springs meeting, as reported in the Proceedings, page 154, which required the preparation of a deed of trust and the employment of a trust company as agent for the trustees of the Endowment Fund, and it was

VOTED: That the Executive Board request the Secretary, under advice of counsel if necessary, to prepare recommendations for the consideration of the Trustees of the Endowment Fund and for action by the Executive Board on the matter of defining the status of trust funds and the employment of a trust company as agent for the trustees of the Endowment Fund.

The matter of the insurance of securities was discussed and it was understood that the Secretary and the Treasurer would look into the matter of the advisability of insuring our securities.

Representation at A.L.A. Regional Conferences: A communication from Dr. A. E. Bostwick of St. Louis, recommending the adoption of a resolution was read. (Exhibit B)

It was suggested that it might be appropriate to accept invitations from executive committees of state associations as well

as from the associations as a whole. It was

VOTED: That the matter go over until the June meeting of the Executive Board.

National American Council: A communication of May 15, 1923, inviting the American Library Association to affiliate with the National American Council was read, and it was

VOTED: That the Secretary inform the National American Council that in the opinion of the Executive Board the work of that Council is not closely enough related to the fundamental purposes of the American Library Association to justify formal affiliation.

National Council for Prevention of War: A letter of October 30, 1923, inviting the American Library Association to affiliate was read by the Secretary, and it was

VOTED: That the Secretary inform the National Council for Prevention of War that in the opinion of the Executive Board the work of that Council is not closely enough related to the fundamental purposes of the American Library Association to justify formal affiliation.

American Peace Award: The Secretary reported that the headquarters office had furnished the mailing list of the American Library Association to the Policy Committee of the American Peace Award; that it was mailing through the offices of that committee a copy of the plan which had been awarded the prize, together with the ballot to every member of the Association, and that the January BULLETIN is to contain a digest of the plan. No action was taken.

American Legion: The Secretary read a letter of October 19, 1923, from the American Legion inviting the American Library Association to cooperate in the preparation of a history for use in the schools, and it was

VOTED: That the Secretary be instructed to reply to this letter to the effect that the American Library Association is more interested in the distribution and use of books than in the preparation of books, and, therefore it feels that it is not in a position to be of service to the American Legion in this instance although vitally interested in the preparation of sound historical textbooks.

A communication of November 30, 1923, from the American Legion was read. It invited the American Library Association to participate in a conference to be held in the city of Washington "to discuss a constructive Americanism and citizenship program"; the exact time to be decided later. It was

VOTED: That the President be authorized to appoint a delegate to attend that meeting.

A. L. A. Insignia: The Secretary read a letter from a member of the Association suggesting that the A.L.A. on the open book be registered in the patent office. It was

VOTED: That the Secretary be directed to ascertain the facts in the matter and, if possible register this insignia.

British Museum Catalog: The Secretary summarized a letter of November 6, 1923, from Mr. George B. Utley suggesting that some action be taken looking to improvement in the quality of paper used in the British Museum Catalog. After some discussion the matter was referred back to Mr. Utley with the suggestion that he discuss the question with Sir Frederick Kenyon who is to be in this country the last of May.

United States Bureau of Education Library: The Secretary read a letter of December 15, 1923, from Mr. Joy Morgan on the unsatisfactory housing of the library of the United States Bureau of Education. Mr. Meyer made a verbal report on the matter, and it was

VOTED: That the Secretary be instructed to write to the Secretary of the Interior expressing the Executive Board's regret at the present state in which the library of the Bureau of Education is placed, and the hope that some provision may be made in the near future to make the library more readily available to scholars, librarians and educators who find it necessary to use it; that the Board fears the work of the library may be halted if the conditions are such that it cannot adequately care for the material received.

Attention was called to the fact that many libraries send material to the library of the Bureau of Education and they have therefore an individual interest in the adequate handling of that material.

Benjamin Franklin Celebration: The Secretary read a letter of December 15, 1923, from J. Henry Smythe, Jr., executive secretary of the Benjamin Franklin Memorial Committee, asking the Association to participate in the Franklin Celebration in New York on January 17. No action was taken.

The Evans and Sabin Bibliographies: The Secretary reported a conversation with R. R. Bowker in which Mr. Bowker recommended the appointment of two committees to promote the completion of "American Bibliography" by Charles Evans, and of "The Dictionary of Books Relating to America" by Joseph Sabin. It was understood that the Evans Bibliography should be completed through 1800, and that the Sabin

Dictionary should be completed through the alphabet on approximately the same basis as earlier volumes, i.e., without the addition of new material. The Secretary stated that he believed that one committee would be more satisfactory and that he thought Mr. Bowker would approve. It was

VOTED: That the President be authorized, after consultation with Mr. Bowker, to appoint a committee to further the publication of the additional volumes necessary to complete these two bibliographies.

Survivors of the 1876 Conference: Mr. Roden read a letter from Mr. Bowker in which it was stated that Melvil Dewey, Charles Evans, William E. Foster, Miss H. L. Matthews and R. R. Bowker are the survivors of the 1876 Conference, now members of the A.L.A. It stated that Miss Florence Cushman of Vassar was also present and is understood to be still living but cannot be identified with the lady of that name living in Boston; That Mr. J. G. Rosengarth was present at the Conference but is not enrolled as a member of the A.L.A. No action was taken. (See minutes of meeting, January 2, 1924)

Louvain Library: On the recommendation of Mr. Wyer and Mr. Meyer it was

VOTED: That the Executive Board feels that expenditures from the balance of the War Work Funds must be governed by paragraph 4 of the memorandum of the Committee of Eleven, which reads:

"The seven organizations shall severally assume as nearly as may be their respective proportionate shares of responsibility for work to be done, and all expenditures of money shall be strictly in accord with their respective War Work activities and none of the Fund shall be expended for general non-war work or for permanent structures or establishments or for endowments";

and that this balance must therefore be applied to the needs of men now or formerly in the Army and Navy of the United States, and for no other purpose so long as these needs exist.

In view therefore of these considerations and while keenly sympathetic with the commendable project for American rebuilding of the Library of the University of Louvain, the Executive Board finds itself unable to grant War Funds for this purpose.

It was

VOTED: That as a means of carrying out one of Dr. Hill's suggestions an appeal be made to the members of the American Library Association through the library periodicals and the A.L.A. BULLETIN, and by inserting a suitable communication in the annual dues

Executive Board
Hotel Sherman
December 31, 1923

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envelope asking for a contribution of \$1.00
from each member (or as much more as the mem-
ber cares to contribute.)

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Carl H. Milam

Secretary.

NAVY DEPARTMENT
BUREAU OF NAVIGATION

Washington, D. C.

EXHIBIT - A

19 December, 1923

Executive Board,
American Library Association,
78 E. Washington St.,
Chicago, Ill.

Gentlemen:

Through the assistance and cooperation of your association, and through the work of Mr. C. H. Brown, library work in the Navy has become well established. This work is provided for under a section of the Naval Appropriation Bill, which, unfortunately, has a provision that only two salaries in excess of \$1800.00 can be paid. These have been used for the Educational Specialist and Library Specialist. Our two other administrative library positions have been made possible through your financial aid.

During the past year, since the resignation of Mr. Brown, there has existed a vacancy in the position of Library Specialist. We have made every effort, and your secretary has given us every help, but we have been unable to find a suitable man for this position. We are therefore planning, as soon as the Civil Service regulations are complied with, to appoint a woman. This will necessitate the continuance of a man as we have at present, for the organization of the libraries of newly commissioned ships, and the re-organization of older ones. We feel that at least 50 per cent of the success of the library work in the Navy depends on the proper organization of these ships' libraries. It is impossible, as I say, for the Navy to provide this salary officially, but in order to keep our organization in the present status, I hope you will be able to grant us \$3600.00 to cover this salary.

I can assure you that we appreciate fully the help and cooperation given the Navy by the American Library Association, and it is because we desire to maintain libraries at their present high state of efficiency, that I make this request. As I have had the pleasure of discussing this subject personally with Mr. H. H. B. Meyer, a member of your Board, I trust if there be any further questions which may need clearing up there he will be interviewed in the matter.

Very truly yours,

(Signed) C. R. TRAIN
Captain, U. S. N.

ST. LOUIS PUBLIC LIBRARY

St. Louis, Mo.

EXHIBIT - B

Sept. 25, 1923

Miss Sarah C. N. Bogle,
Assistant Secretary, American Library Ass'n.,
Chicago, Ill.

Dear Miss Bogle:

This is in answer to your letter of September 20th. There is no objection, of course, to your writing to Dr. Shearer if you want to do so, but I hardly think it is necessary. I enclose a resolution which puts into words what I had in mind about regional meetings. It seems to me that if the Executive Board would express its intentions in some way as this, it would clarify the situation. Not being a member of the Board, I make this suggestion with considerable diffidence, but I know that my interest in the matter may be considered as an adequate excuse for it. I will send a duplicate to President Jennings directly and he will do as he likes about it. This is merely for the information of your office.

With kindest regards, I remain,

Yours Sincerely,

(Signed) Arthur E. Bostwick

EXHIBIT B

WHEREAS, Regional meetings of the American Library Association have been authorized by Section 22 of the By-Laws of the Association,

And WHEREAS, It seems desirable to announce under what conditions the Executive Board will arrange for such meetings and what part the Association itself will take in them,

RESOLVED: That in general the Board will arrange for regional meetings only in case of a formal request from three or more neighboring state library associations, each request being in the form of a resolution passed at a meeting of such association, or by its Executive Committee. In regions where there are no active library associations, or where it appears that members of the American Library Association desire a meeting independently of the action of state organizations, the Executive Board may arrange for these independently. It will be expected that the Associations that apply for a regional meeting will pay the expenses of a representative of the Association to be designated by the Executive Board and that this representative shall be given a place upon the formal program.