

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

Hotel Sherman, Chicago, Illinois  
January 2, 1924, 8 p.m.

A meeting of the Executive Board was held in the Hotel Sherman, Chicago, Illinois, January 2, 1924, at 8 p.m.

Present: President Jennings, Miss Freeman, Messrs. Bishop, Compton, Godard, Meyer, Reece, Roden, Tweedell, Windsor, Wyer; also Mr. Milam and Miss Bogle.

Library War Service Activities: Mr. Meyer made a verbal report covering particularly the relations of the American Library Association with the Veterans' Bureau. The Secretary stated that Miss Wyeth had prepared a report on the history of the American Library Association's relations with the Veterans' Bureau which is to be sent to the members of the Executive Board during the next few weeks.

Paris Library: The special committee, consisting of Messrs. Wyer, Bishop and Meyer, presented a report on the relations of the American Library Association with the American Library in Paris, Inc. Certain amendments were proposed and agreed upon, and it was

VOTED: That the report be adopted as amended.  
(Exhibit A)

A.L.A. Headquarters Building: Mr. Meyer reported that he had discussed the matter of the A.L.A. headquarters building with the Committee on the Fiftieth Anniversary and urged the raising of a fund as a part of the Fiftieth Anniversary program. He delivered to the Treasurer a check for \$100 for the fund from Dr. Herbert Putnam. It was

VOTED: That the report be received as a report of progress.

Without formal action it was agreed that the President should write a letter of thanks to Dr. Putnam.

Books for European Libraries: Mr. Bishop, for the Committee on Library Cooperation with Other Countries, stated that appeals had been made through libraries for books for the Paris Library and other European Libraries, and that approximately 5,000 volumes had been received. These had been forwarded by the Bureau of International Exchanges, Smithsonian Institution. Shipments have been made to the American Library in Paris, the Library of the

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University of Dorpat, Dorpat, Esthonia, the Library of the University of Kovno, Kovno, Lithuania, and the Library of the University of Riga, Riga, Latvia. It was reported that the Committee has also secured a list of specific needs from the Paris Library and that many of these books are being supplied from duplicate collections in American libraries.

Mr. Bishop reported that as a result of the initiative and ingenuity of Mr. H. W. Wilson, several magazine publishers are contributing fifty or more copies of each issue for European libraries -- some through the mails, and some through the Bureau of International Exchanges. Mr. Wilson hopes also to obtain some up-to-date books from publishers who think that it would be good advertising to place their books before European students.

Mr. Bishop spoke of the urgent need for American books in European libraries in order that Europeans may have a fair and true knowledge of American life and American history. He expressed the hope that the appeal would be continued and would be increasingly successful. He commended the work of the Books for Europe Committee, of which Mr. Lydenberg is chairman, and Mr. Gerould the acting chairman in Mr. Lydenberg's absence.

Mr. Bishop stated that owing to his prospective visit to Europe, it would be necessary for him to resign from the Committee on Library Cooperation with Other Countries. It was

VOTED: That the appointment of his successor be left with the President.

Fiftieth Anniversary: Mr. Roden, for the Fiftieth Anniversary Committee, reported that the committee believed the celebration of the Fiftieth Anniversary of the A.L.A. should consist of an exhibition, the issuing of certain publications, and the holding of a conference with international visitors. Sub-committees have been appointed for each of these divisions. It is the intention of the committee that the exhibition or exposition should avoid going too deeply into detail, and should be organized largely for the information of the general public; that the publications should consist of the survey report, a new A.L.A. catalog, and a publication on the history of the A.L.A. and the library movement. He said the Exposition Committee would need at least \$28,000, the Publication Committee at least \$40,000, and that no estimate had been made of the cost of entertaining foreign visitors and showing them typical American libraries; that it was not clear where the money was coming from. He reported approval by the committee of Mr. Meyer's suggestions concerning an A.L.A. headquarters building as a feature of the anniversary celebration. On Mr. Roden's recommendation, it was

VOTED: That the Executive Board appoint the survivors of the 1876 and 1877 Conference as an Honorary Committee to be associated with the Committee of Twenty-five on the Fiftieth Anniversary.

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(Those who attended the Conference in 1876 are : Melvil Dewey, Charles Evans, William Eaton Foster, Miss H. L. Matthews and R. R. Bowker.\* The survivors of the 1877 Conference (not including those who were also at the conference of 1876) have been found to be Miss Harriet Howe Ames, Walter Stanley Biscoe, William Harden and Miss Caroline Hewins.) (\*Discovered later Miss Florence Cushing and Miss E. Fannie Whitney attended the 1876 Conference).

At the suggestion of the President, it was

VOTED: That Mr. Bishop, as chairman of the sub-committee on the Fiftieth Anniversary Conference, be given satisfactory credentials from the American Library Association in order that he may discuss the proposed anniversary conference of 1926 with European librarians during his visit to Europe in 1924.

Mr. Wyer read a letter of December 21, 1923, from Alfred L. Spencer of Savona, New York (Exhibit B). It was

VOTED: That it is the sense of the Executive Board that as between the second class rate for book post or any modification of it and a modification of the parcel post rate under parcel post regulations, the Board favors the latter.

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

That the book on "Library Buildings" by Mr. Hadley be published;

That the list of books on "College Life and College Sports" prepared by F. K. W. Drury be published, probably with some changes in arrangement;

That the "Index to Pictures" prepared by Mr. Shepard of Buffalo be printed as a tentative index;

That the list of "100 Worth-while Books" be published as a reading list;

That the Executive Board give some financial aid toward the completion of the book on "The Library and the Community" by Joseph L. Wheeler, if the budget will permit.

Appropriation for the Navy: On the recommendation of the Committee on the Transfer of War Service Activities, and in response to a letter from Captain C. R. Train, U.S.N., (Exhibit A, minutes of Dec. 31, 1923), it was

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VOTED: That the Treasurer be authorized to pay \$3600 from War Funds to the Navy for use in the Navy library service for the year beginning July 1, 1924.

Annual Financial Reports: Mr. Tweedell presented the annual financial reports covering all funds. (Exhibit C). It was

VOTED: That the report be approved subject to approval by the Finance Committee and the certified public accountants.

Training Board Budget: The Secretary presented a budget prepared by the Temporary Library Training Board covering the \$10,000 appropriated by the Carnegie Corporation for the work of that Board. (See page 4, Exhibit E, afternoon meeting of December 29, 1923). It was

VOTED: That the Temporary Library Training Board budget be approved.

Textbook Budget: The Secretary presented a budget covering the \$5000 appropriated by the Carnegie Corporation for the preparation of a textbook. (See page 4, Exhibit E). It was

VOTED: That the budget be approved as a guide for the Editorial Committee.

Committee Appropriations: It was

VOTED: That the \$2000 item for general committee expenses in the General Funds Budget be apportioned to the several committees at the discretion of the President and Secretary.

Committee to Investigate Proposal for Distribution of Educational Films through Libraries: The vote of the Council at its meeting on Jan. 2, 1924, referring this question to the Executive Board for action, was brought to the attention of the Board, and it was

VOTED: That the President and Secretary be authorized to appoint a committee to investigate the distribution of educational films through libraries.

Newbery Medal: A communication of Dec. 28, 1923, from Miss Lillian H. Smith, chairman of the Children's Librarians' Section, was read. (Exhibit D). After considerable discussion, it was

VOTED: That the President appoint a committee of two members of the Board and the Secretary to discuss this matter with the officers of the Children's

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Librarians' Section and with the donor of the Newbery Medal; that the committee be given power to act for the Executive Board.

Reclassification of Government Employees: The action of the Council at its meeting on January 1, 1924 in referring this matter to the Executive Board was brought to the attention of the Board, and it was

VOTED: That the Federal and State Relations Committee be authorized to represent the Board in matters pertaining to the reclassification of government employees in Washington.

Library Service Bill: Miss Edith Guerrier had suggested to the President that a member of the Executive Board and the Council be authorized to represent those bodies at a hearing which is likely to be called in Washington. It was

VOTED: That the matter be referred to the Committee on Federal and State Relations with power to act.

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

*Carl H. Milam*

Secretary

EXHIBIT A

THE RELATIONS OF THE AMERICAN LIBRARY ASSOCIATION  
TO THE AMERICAN LIBRARY IN PARIS, INC.

To the Executive Board of the American Library Association:

Under the provisions of the constitution of the American Library in Paris, Inc., the American Library Association is a member of the Corporation, at all meetings of which it is entitled to five votes. It elects five of the Library's 15 trustees, and nominates the Librarian to the trustees. It founded the Library in 1918, maintained it wholly for two years, deeded to it at founding all the books assembled in Paris during the A.L.A. War Service, has made to it one grant of \$25,000, besides smaller sums, has recently sent to it several thousand books, and has been frequent with effort, visitation and counsel.

Because of the terms of a recent grant by the Carnegie Corporation to the American Library in Paris, Inc., to be transmitted through the A.L.A., the distribution of which involves scrutiny of the library's budget; because of a report made to the Executive Board by the Assistant Secretary following a visit to the Library in July and August, 1923, and because of appeals or suggestions for money grants made by officers or trustees of the Library apparently without full understanding or information, it seems well to make at this time a somewhat formal and explicit statement of the relation of the American Library in Paris to the A.L.A. as it is understood by the present Executive Board.

In general it is cooperative and not dependent. In particular and touching the several recommendations made by the assistant secretary, the following comments are offered:

That the A.L.A., through its Executive Board and through the personal concern of many individual members continues its warm interest in the American Library in Paris; that it reaffirms its wish and willingness to cooperate, advise and assist but not to assume new direct financial responsibilities save as it may become necessary or desirable to scan budgets or to oversee expenditure of funds granted through the A.L.A.

That the Board notes with interest grants of \$12,500 "to be applied toward the expense of collecting, classifying, cataloging and disseminating literature and information relating to matters of international interest". These words so accurately describe the work of the reference department that we congratulate the Library on this addition to its resources and assume that the moneys thus made available will be a welcome addition, especially to that branch of the Library's work so admirably conceived by Col. Olds. Further, it is assumed that they will be expended under direction of the librarian.

It is further suggested:

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 cooperative effort in these fields which are of importance to both the American Library in Paris and the American Library Association;

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.

Your committee approves the recommendation of the Assistant Secretary:

That, continuing the payments of the last two years, the Executive Board appropriate from War Funds annually for each of the next two years \$1000 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. in continuing the work growing out of war conditions.

The recommendation:

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; be made from the General Funds of the Association.

The following recommendations of the Assistant Secretary are agreed to:

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.

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 Cooperation with Other Countries, to give wider publicity to the need for books, and to stimulate libraries and individuals to help meet it.

Respectfully submitted

J. I. Wyer  
W. W. Bishop  
H. H. B. Meyer

Committee

EXHIBIT B

Alfred L. Spencer

Savona, N. Y. December 21, 1923

Mr. James I. Wyer, Jr.  
State Librarian,  
Albany, N. Y.

Dear Mr. Wyer:

You doubtless noticed last June the article printed in the N. E. A. Journal at your suggestion, relative to a revised rate of postage for public library books. This, with the many favorable reviews, including a paragraph by William Lyon Phelps in the December Scribners has aided in producing a situation favorable for introduction of a bill in Congress to achieve this purpose.

I was in Washington a week ago to see the secretary of the transportation committee of the United States Chamber of Commerce, the Washington office of the very active American Farm Bureau and a number of individuals, including Professor C. J. Galpin, Miss Barnett, Dr. Putnam and, especially Mr. Morgan of the N. E. A. It seemed entirely possible to get the combined backing of all these as well as of the Washington office of the National Grange, which again endorsed in a resolution at its annual meeting last month, and of the Federation of Women's Clubs which is very active through the Washington office. For any measure which I desire, the Congressman from this district, Gale H. Stalker, stands ready to introduce a bill.

As to the best form of this bill, I am writing to get your advice. Several are in favor of a straight bill for classification as second class. To show just what this would mean, I quote from the P.M.G. Report:

The rates which became effective on July 1, 1921 are as follows:

On the portions of publications devoted to matter other than advertising and on the entire portions of publications containing not more than 5% advertising,  $1\frac{1}{2}$  a pound, regardless of distance or zone;

On both the reading and advertising portions of publications maintained by and in the interest of religious, educational -----or fraternal organizations not conducted for private profit,  $1\frac{1}{2}$  a pound.

You can judge for yourself which of these classes the books would best be placed under. The practical objection would be that while mailing from the library would be on the combined weight of all mailed at a time, yet, on their return singly the rate would be 3¢ for the average book weighing over a pound; whereas the simpler and therefore more workable rate would be, for the county limit, at least, a rate that would amount to the omnipresent two-cent stamp. This may seem a small point but it is a definite one. Yet this would be a big advantage over the present rate.



There is, beside the above schedule of postage, the free in the county privilege which, I would say, might better be definitely excluded from the consideration. Mr. Morgan is strong for this classification and is confident we can win out on it. Also, Representative Archie Sanders, of Rochester, an old member of the Postal Committee, with whom I talked, also advised this classification. On the other hand, I understand there was once an effort made to get this classification which failed. However, this was long before the library movement had attained its present strength. Another consideration is that there is quite an idea abroad at this time of doing something to improve rural life.

My idea is that this matter can be put across in almost any form in which it might have the combined practical and determined support of all the organizations I have mentioned. Representative Sanders was inclined to think we would only get the privilege if asked for in such a way as would involve but little of railroad transportation. This might allow a second-class mailing within the county limit which would be a help though far from ideal.

The practical working out of a straight parcel post, or fourth class mail, modification would be on a scunder basis, it seems to me, with the provision that the excess charge on the initial pound would be eliminated. This would give a rate of one cent a book- $\frac{1}{2}$  a pound in the local zone, two cents a book- $\frac{1}{2}$  a pound in the first and second zones, and of four cents a book, or two cents a pound in the third zone. Or, if we wished to go by the findings of the Joint Postal Commission which observed the cost of the parcel post for the month beginning September 20th and will soon report, we would probably only be allowed a reduction of about three cents on the initial pound of the parcel post.

The fact is that the books would cause no serious embarrassment to the postal service for the following reasons which you doubtless need no reminder of:

- I. They have responsible mailing
- II. They go in comparatively even flow, even slackening at the rush holiday season.
- III. Because of their shape and size, compared with weight they take up not more than one fifth of the space of the average heterogenous parcels making up the parcel post.
- IV. The larger part of the use would be on the rural mail service from third or fourth class offices -- a portion of the service which is characterized by slack rather than congestion.

Official Washington, however, is so hemmed in by inept theory that these last considerations might not impress. My impression from my visit there was that our two telling arguments were that here was an essential function of the mails in the uplift of the fifty millions of comparatively isolated Americans which no other agency could perform and that chiefly the slack of the rural and country mail service would be used, this last possibly bringing a net gain to the treasury.

could perform and that chiefly the slack of the rural and country mail service would be used, this last possibly bringing a net gain to the treasury.

I am very sorry I can not come to Albany to talk this matter over with you. I shall be obliged to be in Washington again when the bill comes up and do not think I can afford other traveling. Am to speak at Cornell on this subject shortly and to get plenty of other publicity. Recently, in order to get an introduction to the Chamber of Commerce of the United States, I asked and got the endorsement of the following group of small cities: Binghamton, Endicott, Owego, Hornell and Elmira. Only a slight effort was required to do this.

I may be at the Principals Convention at Syracuse next week. This occasion would probably not interest you. If you, by any chance, were to be there, or to have a representative I would certainly attend in order to have a practical conference about this legislation.

Appreciating your cooperation in planning this effort,  
I am

Respectfully yours,

(Signed) A. L. Spencer

Alfred L. Spencer

Savona, Steuben Co., N. Y.

## BULLETIN

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## A. L. A. FINANCIAL REPORTS, 1923

Treasurer's Report, January 1 to December 31, 1923

## GENERAL FUNDS

Receipts	
Balance, January 1, 1923.....	\$ 4,768.22
Membership—Annual dues .....	16,604.95
Life memberships .....	200.00
Dues of chapters and affiliated societies .....	454.35
Conference registration .....	491.00
A.L.A. War Funds.....	2,000.00
Income—Carnegie Endowment Fund.....	4,500.00
Income—Endowment Fund .....	1,757.32
A.L.A. Publishing Funds—	
1922 account .....	\$3,534.14
1923 account .....	7,611.02
	11,145.16
Interest—January-December .....	67.21
Contributions for Russian Librarians .....	110.30
Public Speaking Course.....	87.50
Bulletin .....	125.00
Contribution—Books for Europe.....	10.00
Laura Spelman Rockefeller Memorial for Union List of Periodicals Committee .....	3,000.00
	\$45,321.01

Expenditures	
Bulletin .....	\$ 7,427.44
Conference .....	2,014.92
Committees .....	2,077.72
Salaries .....	18,765.94
Additional Service .....	2,386.02
Supplies .....	1,017.21
Postage, telegraph, telephone .....	1,406.02
Miscellaneous .....	220.50
President's contingent fund .....	50.00
Travel .....	251.24
A.L.A. Publishing Funds.....	4,500.00
Endowment Fund .....	200.00
Office equipment .....	76.95
Auditing .....	106.25
Russian Relief .....	110.30
	40,610.51

Balance, December 31, 1923..\$	1,360.50
Permanent balance, Nat'l Bk. Republic .....	250.00
Petty Cash .....	100.00
Laura Spelman Rockefeller Memorial for Union List of Periodicals Committee .....	3,000.00
	4,710.50
	\$45,321.01

## PUBLISHING FUNDS

Receipts	
Balance, January 1, 1923.....	\$ 384.76
Income—Carnegie Endowment Fund.....	4,500.00
Sale of publications.....	32,198.41
Booklist subscriptions .....	10,245.68
Sale of books* (review copies).....	1,800.00
Interest, January-December .....	10.36
	\$49,139.21

Expenditures	
Salaries .....	\$ 6,637.10
Printing Booklist .....	3,255.33
Advertising .....	1,259.11
Express and postage .....	3,347.81
Supplies .....	1,423.19
Incidentals .....	320.84
Travel .....	185.98
Publications .....	21,019.61
Auditing .....	106.25
Office equipment .....	115.27
Royalties .....	22.52
A.L.A. General Funds, Headquarters expense—	
1922 account .....	\$3,534.14
1923 account .....	7,611.02
	11,145.16
	\$48,838.17

Balance, December 31, 1923..\$	201.04
Petty cash .....	100.00
	301.04
	\$49,139.21

## WAR FUNDS

Receipts	
Balance, January 1, 1923.....	\$70,416.18
United War Work Campaign.....	1,094.74
Miscellaneous .....	257.68
Interest, Liberty Bonds and Government of Dominion of Canada Bonds .....	1,979.89
Interest, January-December .....	333.94
	\$74,082.43

Expenditures	
A.L.A. General Funds, Headquarters expense .....	\$ 2,000.00
Hospitals .....	8,393.13
American Library in Paris.....	1,476.50
U. S. Navy .....	6,000.00
Miscellaneous .....	2,764.82
Men in institutions not served by U. S.....	2,581.00
	23,215.45
Accrued interest paid on bonds, American Telephone & Telegraph Company .....	32.08
	\$23,247.53

Balance, December 31, 1923..\$	839.90
Bonds, Liberty & War	
Stamps .....	30,145.00
Bonds, Gov't of Dom. of Canada .....	10,000.00
Bonds, Amer. Tel. & Telegraph Co. (par value \$10,000.00) .....	9,850.00
	50,834.90
	\$74,082.43

## BOOKS FOR EVERYBODY FUND

Receipts	
Balance, January 1, 1923.....	\$14,512.94
New cash contributions and payments on pledges—	
Cash .....	\$ 2,934.60
Liberty Bond .....	1,000.00
	3,934.60
Interest, Liberty Bond coupons.....	357.37
Interest, January-December .....	36.03
Refund from Publishing Funds.....	770.27
	\$19,611.21

Expenditures	
Books for the blind.....	\$ 1,418.73
Library extension .....	528.25
Book lists, reading courses and book publicity.....	5,700.39
General library publicity.....	628.93
Survey .....	349.48
Recruiting .....	91.41
Endowment Fund—	
Cash .....	\$ 496.97
Liberty Bonds .....	3,000.00
	3,496.97
	12,214.16

Depreciation on Liberty Loan Bonds sold Aug. 15 and Oct. 26 .....	\$ 82.01
Accrued interest paid on Bonds, Southern Railway Co. ....	9.33
	91.34
	\$12,305.50

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AMERICAN LIBRARY ASSOCIATION

Balance, December 31, 1923..	\$ 1,340.71
Bonds—Liberty .....	5,000.00
Bonds—Southern Railway Co. (par value \$1,000.00).....	965.00
	<u>7,305.71</u>
	\$19,611.21

Accrued interest paid on bonds— Southern Railway Co.....	28.00
	<u>\$ 475.36</u>
Balance, December 31, 1923..	\$ 1,670.73
Bonds—Southern Railway Co. (par value \$3,000.00).....	2,895.00
	<u>4,565.73</u>
	\$ 5,041.09

BOOKS FOR EUROPE FUND

<b>Receipts</b>	
July 9, 1923, Laura Spelman Rockefeller Memorial, for purchase of American books and periodicals for European libraries .....	\$ 5,000.00
Interest, July-December .....	41.09
	<u>\$ 5,041.09</u>
<b>Expenditures</b>	
Polish Libraries .....	\$ 386.59
Administration .....	60.77
	<u>447.36</u>

BUILDING FUND

<b>Receipts</b>	
Contributions, Jan. 23-Dec. 31, 1923..	\$ 263.25
Interest, January-December .....	5.04
	<u>\$ 268.29</u>
<b>Expenditures</b>	
None.	
Balance, December 31, 1923.....	\$ 268.29
Respectfully submitted, EDWARD D. TWEDELL, December 31, 1923	Treasurer.

*Edward D. Tweedell*  
Treas

EXHIBIT D

THE CHILDREN'S LIBRARIANS' SECTION  
of the American Library Association

December 28, 1923

Mr. J. T. Jennings,  
President, American Library Association  
Chicago, Illinois

Dear Mr. Jennings:

You will think that my thoughts must be the long, long thoughts commonly associated with youth, to have taken such a length of time to materialize.

I was anxious to have a definite plan to present to you before replying to your letter, and with such a widely separated executive as ours, it was difficult to get opinions from everyone quickly.

I am enclosing a plan for the award of the Newbery Medal which seems to us to be "Safe and Sane" and reasonable from all standpoints, and which provides for the general vote of all members of the Children's Librarians' Section, which is important in order to sustain interest both in the section and in the award.

The Executive Committee of the Children's Librarians' Section sincerely hope that this plan will prove acceptable to the Executive Board.

May I extend all good wishes for the success of the mid-winter meetings?

Very sincerely yours

(Signed) Lillian H. Smith

Chairman, Children's Librarians' Section

PLAN FOR THE AWARD OF THE NEWBERY MEDAL

- A. We officers of the Children's Section shall invite and encourage votes from all A.L.A. members engaged in children's work.
- B. All votes received shall be referred by the officers of the section to the Book Evaluation Committee of the Children's Section with instructions to evaluate all books receiving a specified number of votes. (The form of evaluation may be prescribed by the officers and may include the collection of critical reviews by authorities.)
- C. This report from the Book Evaluation Committee shall form the basis of the Award, final decision being made by the Officers of the Section and the Book Evaluation Committee either in conference or by vote.
- C. The name of the recipient and the title of the book shall be referred to the Executive Board of the A.L.A. for criticism and approval. The Executive Board shall report back to the Children's Librarians' Section and the award shall be made in the Children's Section meeting as formerly.

The above plan includes three important points -- general publicity, safeguarded decision by the proper authorities, a check by the Executive Board.

With care this method of procedure could be followed without any one knowing to whom the award has been made until the Annual Meeting.

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AMERICAN LIBRARY ASSOCIATION  
Executive Board Meeting

Grand Union Hotel  
Saratoga Springs, N.Y.  
June 29, 1924 10:00 a.m.

A meeting of the Executive Board was held in the Grand Union Hotel, Saratoga Springs, New York, Sunday, June 29, 1924, at 10:00 a.m.

Present: President Jennings, Miss Marilla W. Freeman, Messrs. C. H. Compton, G. S. Godard, H. H. B. Meyer, Ernest J. Reece, Carl B. Roden, E. D. Tweedell, P. L. Windsor, J. I. Wyer, Carl H. Milan, secretary, and Miss Sarah C. N. Bogle, assistant secretary.

Additional Headquarters Space: It was

VOTED, That the lease on the additional space on the ninth floor of The John Crerar Library Building for the period ending April 30, 1926, at \$590.00 per month beginning September 1, 1924, be approved.

(The lease is dated June 19, 1924)

Minutes: The minutes of the meetings held December 29 and 30, 1923, and of January 2, 1924, were approved.

Correspondence Votes: The dates are those of the Secretary's letters to the Executive Board members asking for the vote.

The Commission on the Library and Adult Education, on February 16, the Executive Board

VOTED, That the President of the American Library Association be authorized to appoint at once a Commission of five members on the Library and Adult Education to study the adult education movement and the work of the libraries for adults and older boys and girls out of school; to report its findings and its recommendations to the Council.

Election of Trustee to fill vacancy. On February 21 it was



Executive Board  
Saratoga Springs, N.Y.  
June 29, 1924. 10:00 a.m.

VOTED, That Melvin A. Traylor, President of the First Trust and Savings Bank, Chicago, be appointed Trustee of the Endowment Funds to fill the vacancy created by the death of W. W. Appleton; to serve through the 1924 Conference.

How the A.L.A. Works. On March 5, it was

VOTED, That the statement on How the A.L.A. Works, submitted by the Ways and Means Committee with the Secretary's letter of March 5, 1924, be approved as the official statement of the Executive Board on the management of the A.L.A.

Training Board Conference. On March 5, it was

VOTED, That authority be given to the President and Secretary to call a conference in New York some time in the spring of 1924 to discuss the tentative report of the Temporary Library Training Board, with the understanding that the Temporary Library Training Board shall determine the character of the conference and be responsible for its management.

Headquarters Space. On March 5, it was

VOTED, That the action of the President and Secretary in signing a lease for office space of approximately 1740 square feet on the ninth floor of The John Crerar Library Building for the period of two years, one and one-half months, ending April 30, 1926, at a rental of \$6,100 a year be approved.

Assistant in Charge of Sales of A.L.A. Publications.

On March 5, it was

VOTED, That the Secretary be authorized to employ an assistant to have charge of sales of A.L.A. publications, including subscriptions to The Booklist and to perform such other duties as may be assigned to him at a salary not to exceed \$250 per month. And that such salary be paid during the year 1924 out of the publications item in the Publishing Funds Budget.

The Polish Immigrant and the Library. On March 5, it was

VOTED, That the Executive Board approves the recommendation of the Editorial Committee that Mrs. Ledbetter's manuscript on "The Polish Immigrant and the Library" be published.

Miss Bogle's Salary. On March 5, it was

VOTED, That the salary of Sarah C. N. Bogle, Assistant Secretary, for the year 1924 be increased from \$4,000 to \$5,000, effective January 1, 1924, the additional thousand dollars to be paid from the Temporary Library Training Board funds for services as Secretary of the Board.

VOTED, That the Temporary Library Training Board Budget for 1924 be revised as follows: Include under salaries an item - Secretary of the Training Board, \$670; eliminate the item - Assistant, \$400, making the total under salaries \$5,330; change the item - Travel for investigation from \$1,100 to \$830, and the total under travel to \$3,230.

(Note. The \$670 (or to be exact \$666.66) is the salary for eight months at the rate of \$1,000 per year. For the other four months this year Miss Bogle's salary will be paid by the Paris Library School Fund.)

VOTED, That the details of the Salaries item in the Paris Library School Budget be changed within the total approved by the Board to provide for the payment of the salary to Miss Bogle as Director of the School at the rate of \$5,000 per year for such time as she may devote to the Paris Library School. (It is estimated that Miss Bogle will give four months time to the Paris Library School in 1924.)

Commission on the Library and Adult Education. On March 5, it was

VOTED, That the members of the Executive Board request Mr. Jennings to assume the chairmanship of the Commission on the Library and Adult Education and to appoint six associates, including if he wishes a vice-chairman.

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Saratoga Springs, N. Y.  
June 29, 1924. 10:00 a.m.

VOTED, That the Commission on the Library and Adult Education be authorized to appoint an advisory committee if it thinks wise.

On March 19, it was

VOTED, That the Executive Board confirm the appointment of L.L. Dickerson as executive assistant to the Commission on the Library and Adult Education, at an annual salary of \$5,000, to begin April 1, 1924.

Budget for the Board of Education for Librarianship, and for the textbooks.

On March 31, it was

VOTED, That the Executive Board approve the budgets for the Board of Education for Librarianship and for the textbooks, as submitted with the Secretary's letter of March 31, as a basis for requests for funds.

(Exhibits A and B)

Supplementary Budget. On April 23, it was

VOTED, That the supplementary budget submitted by the Secretary with his letter of April 23, 1924, be approved, provided it meets the approval of the Finance Committee.

(Exhibit C)

The following letter of May 10, 1924, was received from the Chairman of the Finance Committee:

"My dear Mr. Milam:

All of the members of the A.L.A. Finance Committee have formally approved the supplementary budget as submitted by you on the basis of the Carnegie grants under date of April 23d ult.

Very truly yours  
C. B. Roden"

Miss Miller made General Editor. On April 23rd, it was

VOTED, That Miss Emily Miller, editor of The Booklist, be made general editor at a salary of \$4,000 a year, beginning April 1, 1924.

Assistant Editor. On April 29, it was

VOTED, That the Executive Board authorize the Secretary to offer the position of assistant editor at A.L.A. Headquarters to any one of the following persons:

Miss Hilda C. Laird  
Miss Mildred Herbert Pope  
Miss Blanche A. Smith  
Miss Zaidee B. Vosper

at a salary of not to exceed three thousand dollars a year, to be paid from the Publishing Funds.

(Miss Vosper was appointed at a salary of \$2,700 and began her service July 7, 1924.)

A.L.A. Catalog, 1926. On May 13, it was

VOTED, That the Executive Board approve the recommendation of the Editorial Committee that the American Library Association publish the "A.L.A. Catalog, 1926," as a Fiftieth Anniversary publication in accordance with the plan of the Fiftieth Anniversary Committee as outlined in the letter of May 13, from the Secretary.

VOTED, That the Executive Board approve the action of the Secretary in soliciting advance orders for the "A.L.A. Catalog, 1926."

American Library in Paris-Budget. On May 22, it was

VOTED, That the Executive Board approve the report of May 20th submitted by the special committee to consider the budget of the American Library in Paris, Inc.; that it approve the budget of the American Library in Paris, Inc., submitted by Colonel Robert E. Olds for the Trustees of the American Library in Paris, Inc., with his letter of April 14, 1924, and that the Treasurer of the American Library Association be authorized to transfer the balance of the Carnegie appropriation available for the American Library in Paris, Inc., for this year, namely \$5,750, to the Trustees of the American Library in Paris, Inc.

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(The report of the Committee, a letter of April 14th from Colonel Olds, the analysis of the budget estimates and the budget itself are attached as Exhibit D):

Post-Conference Trip. On May 9 the Secretary transmitted to the members of the Executive Board a request from the Chairman of the Travel Committee, Mr. Faxon, for approval by the Executive Board, of plans for a post-conference trip to the Adirondacks, not including a visit to Lake Placid Club. Six members voted to approve the resolution submitted; four answered but did not vote, in the main because they felt it was unnecessary and unwise for the Executive Board to take any action on a matter of this sort; two did not answer. This was ruled to be a indecisive vote.

Date of Election. It was

VOTED, That the election be held on Thursday, July 3, from 12:00 to 3:00 and from 5:00 - 8:00 p.m.

Resolutions Committee. It was

VOTED, That the following be appointed as a Resolutions Committee for the Conference:

Chalmers Hadley  
Electra C. Doren  
Julia A. Robinson

Commission on the Library and Adult Education. The Secretary explained the reluctance of Mr. Jennings to accept the chairmanship of the Commission as provided for in the Executive Board vote of March 5, 1924. He expressed the hope that the Commission might be appointed at once in order that it might have several meetings during the Conference. It was reported that President Jennings had asked the next president to make suggestions because the work of the Commission would be carried on largely under the next administration. Formal action was postponed until the afternoon session

Editorial Committee. The Secretary reported the absence from the country of Mr. Wellman and Miss Rathbone and the desire of Mr. Roden to be released from this Committee, and spoke of the importance of rather prompt action on matters pertaining to textbooks, reading courses and other publications. On the recommendation of Mr. Meyer the following Committee was appointed:

George B. Utley, Chairman  
Ernest J. Reece  
Mary U. Rothrock  
Frank K. Walter  
Joseph L. Wheeler

Report of the Finance Committee. It was

VOTED, That the report of the Finance Committee as printed on page 50 of the Annual Reports, 1923-24, be accepted and adopted. (Exhibit E).

Report on Grants and Subventions. The Secretary spoke of a conference on adult education in Dr. Keppel's office on June 18th; of the interest of certain magazine editors in the proposed Study of the Library and Adult Education; of Dr. Keppel's statement that it would be necessary for us to convince his Board on every project presented; of the tentative proposal for a job analysis of library work by Professor Charters; of the appointment of Professor W. F. Russell of Teachers College as educational advisor to the Editorial Committee; of the possibility of getting additional grants for textbooks if it seems wise to the Editorial Committee to attempt more than three at present; of Mr. Bertram's desire that the A.L.A. should do something to further state leadership, possibly through promoting uniform library legislation. The hope was expressed that we might obtain some funds from other sources than the Carnegie Corporation as suggested in the Secretary's Annual Report. Attention was called to the large amount of money given annually by Mr. Carnegie and the Carnegie Corporation for library buildings in the past and of the possibility of getting perhaps similar sums for the advancement of libraries through training agencies, scholarships and in other ways, provided the A.L.A. can justify its use of funds now being received.

The Secretary read the letters of April 11, 1924, and June 6, 1924, from Dr. Keppel reporting grants by the Carnegie Corporation to the A.L.A. of \$26,000 and of \$108,100. (Exhibits F and G).

Gift from Laura Spelman Rockefeller Memorial. The Secretary read a letter of May 29th from Dr. Beardsley Ruml to Mr. Lydenberg, reporting a grant of \$10,000 to the A.L.A., to be used as a fund against which foreign libraries may draw in the purchase of American books and periodicals. (Mr. Lydenberg's letter of April 11 to Dr. Ruml and Dr. Ruml's letter of May 29 in reply are attached as Exhibit H).

Appropriation by Carnegie Endowment for International Peace. The Secretary read a letter of May 1 from James Brown Scott to Mr. James T. Gerould, reporting a grant of \$5,000 from the Carnegie Endowment for International Peace for books on public law including international law for foreign libraries. (Mr. Gerould's letter of December 26 to Dr. Scott and the letter from Dr. Scott to Mr. Gerould dated May 1 are attached as Exhibit I)

The Washburne Project for a Graded List of Books for Children. The Secretary reported that Dr. Keppel had referred to the Headquarters office a proposal presented by Dr. Carleton W. Washburne of the Winnetka Public Schools to the Commonwealth Fund and referred by the Commonwealth Fund to the Carnegie Corporation. The Secretary further reported that after consideration by Miss Bogle, Miss Miller, Miss Van Cleve and others and with the approval of the President he had written to Dr. Keppel on June 3 approving the budget as one which is worth while and which will fit in with the A.L.A. program

Executive Board  
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and asking for a grant of \$6,000 to the A.L.A. to be used by Mr. Washburne in the preparation of a graded book list for children in elementary schools. He reported also that the matter is now under consideration by Dr. Keppel and will be acted upon presumably in October. (The project as submitted by Mr. Washburne and the Secretary's letter of June 3 to Dr. Keppel are attached as Exhibit J).

Mythology of All Races. The Secretary reported that the publication of the last several volumes of the "Mythology of all races" required additional funds from some source; that the Carnegie Corporation had been asked to help and that Dr. Keppel had asked the advice of the A.L.A. Headquarters office, particularly as to whether the purchase of one hundred sets of the completed work at \$100 a set and the distribution of those one hundred sets to American libraries "could be recommended to the Carnegie Corporation by the A.L.A. as a part of its co-operative program." To this communication the Secretary, on June 17, sent the following reply: "Valuable as 'Mythology of all races' is we do not consider gift of one hundred sets of great importance in the library program stop Willing to assist if you wish."

Resolution Accepting Gifts. The following resolution was adopted:

RESOLVED, That the Executive Board on behalf of the American Library Association accept with gratitude the gifts from the Carnegie Corporation of New York

For Six Months in 1924, for	
The Temporary Library Training Board.....	\$2,000
The Survey.....	7,500
The Study of Libraries and Adult Education.....	6,000
General Editor and a Proof Reader.....	3,000
A.L.A. Headquarters.....	7,500
Total.....	\$26,000

For One Year beginning October 1, 1924, for	
Library Training Board.....	\$26,100
The Survey.....	15,000
The Study of Libraries and Adult Education.....	12,000
Textbooks.....	10,000
Reading Courses.....	9,000
Revolving Fund for Publications.....	15,000
General Editor and a Proof Reader.....	6,000
A.L.A. Headquarters.....	15,000
Total .....	\$108,100

RESOLVED FURTHER, That the Executive Board of the American Library Association, on behalf of the members of the Association, record its thanks to the Carnegie Corporation of New York for the continued interest of the Corporation in the work of the Association and for the gifts of money which enable the American Library Association to continue more satisfactorily the projects already under way and to undertake new projects which have heretofore been impossible because of lack of funds.

The Executive Board believes that these gifts will do much to enable the Association to promote the usefulness of libraries, extend the possibilities for voluntary education, and expand the opportunities for education for librarianship.

In accepting the gifts the Board is grateful for the opportunity afforded for increased service, and it is also appreciative of the confidence which inspired the gifts.

Other resolutions were presented but were passed over to the afternoon meeting.

Treasurer's Report on Unusual Receipts and Expenditures. The Treasurer reported receipts for the Louvain Library of \$1,223.30 and the transmittal of this amount <sup>to the</sup> treasurer of the fund. It was

VOTED, That the Executive Board accept and approve the Treasurer's report.

The Treasurer also reported receipts of \$80.50 for Paris Library School scholarships. It was

VOTED, That the Board authorize the expenditure of money collected for scholarships or any part of it on the formal request or order of the Director of the Paris Library School.

Investment of Funds. The Treasurer reported that securities have been purchased from time to time out of the various A.L.A. funds, the purpose being to obtain greater interest than can be received on bank balances. It was

VOTED, That such investments as have been made be approved by the Board and that the Treasurer be authorized to invest surplus funds on the advice of the bank in which the funds are deposited and with the approval of the Chairman of the Finance Committee.

The Employment of a Trust Company. The Treasurer and the Secretary reported that no action had been taken looking to the formal employment of a trust company as agent to the trustees of the Endowment Funds but that this was to be included in the study of the whole question of handling A.L.A. funds. It was stated that these matters would probably be attended to on the recommendation of the trustees of the Endowment Fund and their associates in the banks.

The Insuring of Securities. The Treasurer reported that he had investigated the matter and that it seemed quite unnecessary to insure the securities. It was



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Saratoga Springs, N. Y.  
June 29, 1924. 10:00 a.m.

VOTED, That the Treasurer's report be approved.

The meeting adjourned.

Respectfully submitted

*Carl H. Milam*  
Secretary

EXHIBIT A

Permanent Library Education Board Budget

Adopted as a recommendation to the A.L.A. Executive Board by the Temporary Library Training Board at a meeting in New York, February 28, 1924.

For 12 months ending September 30, 1925.

Year Ending September 30, 1926

SALARIES -

Secretary's Salary (Additional)	\$1,000	\$1,000
Executive Assistant	4,000	4,000
General Assistant	2,400	2,400
Assistant	1,800	1,800
Stenographer	1,800	1,800
Typist	1,380	1,380
Extra services, reporting, etc.	1,500	1,500
	<u>\$13,880</u>	<u>\$13,880</u>

PRINTING (Annual reports and additional bulletins and circulars)

	2,000	2,000
Supplies	1,000	800
Postage, telegraph, telephone	600	500
Sundries	120	120
Contingent Fund	<u>1,500</u>	<u>1,500</u>
	\$ 5,220	\$ 4,920

TRAVEL -

Visits	3,000	2,500
4 meetings Board	3,500	3,500
General Travel	<u>500</u>	<u>500</u>
	\$ 7,000	\$ 6,500
	\$26,100	\$25,300

Same amount 1927, 1928, 1929 - \$25,300

VOTED, That the material for the Five Year Budget be accompanied by a letter of transmittal, which would include the statement that because of changing conditions, later estimates for succeeding years would probably need to be presented.

EXHIBIT BTextbook Budget

The Editorial Committee adopted the following tentative budget for each textbook:

## Estimated Expenditures

Salary of author.....	\$3,600
Fee for expert advice.....	250
Conference with author and textbook expert.....	600
Clerical assistance (for author) and miscellaneous.....	<u>550</u>
	\$5,000

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SUPPLEMENTARY A. L. A. BUDGET 1924

GENERAL FUNDS

Estimated Income

EXHIBIT C

Carnegie Corporation of New York	
For Library Training Board.....	\$ 2,000.00
For Survey (By the Committee of Five on Library Service).....	7,500.00
For Study of Libraries and Adult Education.....	6,000.00
For A.L.A. Headquarters (rent, moving expenses, new equipment).....	<u>7,400.00</u>
	\$23,000.00

Estimated Expenditures

Library Training Board		
New York Meetings April 14-18.....		2,000.00
Committee of Five on Library Service - The Survey.		
(Budget for 6 months, April 1 - September 30)		
Salaries		
Director.....	\$3,000.00	
Assistant.....	1,250.00	
2 clerical assistants.....	<u>1,250.00</u>	\$5,500.00
Travel.....		1,000.00
Postage, printing, stationery, supplies.....		500.00
Contingent fund.....		<u>500.00</u>
		7,500.00
Study of Libraries and Adult Education		
(Budget for 6 months, April 1 - September 30)		
Salaries		
Executive assistant.....	\$2,500.00	
Stenographer.....	900.00	
Extra help.....	<u>500.00</u>	\$3,900.00
Travel.....		1,200.00
Invited specialists at the Commission		
meetings.....		300.00
Supplies, postage, miscellaneous.....		500.00
Printing.....		<u>100.00</u>
		6,000.00
A.L.A. Headquarters (Rent, moving expenses, new		
equipment)		
Rent - 9 1/2 months @ \$6,100 a year.....	\$4,830.00	
Moving.....		125.25*
Carpet and shades.....		304.31*
Partitions.....		125.94*
New equipment - Furniture.....		1,754.50
Lighting, current and equipment - 9 months..		225.00
Telephone, rent and extensions - 9 months...		<u>135.00</u>
		7,500.00

\*These are exact amounts of bills already paid

PUBLISHING FUNDS

Estimated Income

Carnegie Corporation of New York	
For general editor and a proof reader.....	\$3,000.00

Estimated Expenditures

Salaries (6 months, April 1 - September 30)		
General editor.....	\$2,000.00	
Proof reader.....	<u>1,000.00</u>	\$3,000.00

EXHIBIT D

AMERICAN LIBRARY ASSOCIATION

86 E. Randolph Street  
Chicago, Illinois

May 20, 1924.

To the Executive Board:

The special committee of the Executive Board has considered the estimates of the calendar year as submitted by the Board of Trustees of the American Library in Paris. We find the budget complete in detail and properly balanced. The distribution seems reasonable and well within the expected income.

The suggestions submitted by this committee in its previous report under date of December 29, 1923, have been given due consideration and your committee now takes pleasure in recommending the approval of the budget as presented.

Respectfully submitted,

.. /s/ Sarah C..N. Bogle . . . .

.. /s/ Edward D. Tweedell . . . .

.. /s/ Carl B. Roden . . . . .  
Chairman

Paris, France  
10, Rue De L'Elysee (8<sup>e</sup>)  
Elysees 56-84  
" 53-90

April 14, 1924

Carl H. Milan, Esq., Secretary  
American Library Association  
Chicago, Illinois.

My dear Mr. Milan:

I am enclosing a budget for the Paris Library covering the whole calendar year, - that is to say, until January first next. This is, as you will see, a combined budget, including all of the departmental services; and the estimated income for 1924 balances the estimated expenditure. The tentative budget, submitted last November, was, as your Committee pointed out, open to several objections which, I think, have been now cleared away. In its present form the budget was duly adopted by the Board of Trustees at its last meeting on April 1st, 1924.

The explanatory memorandum which precedes the statement of income and expenditure will give you a general idea of the whole situation as we see it today. I have no doubt that there will be further questions upon which you and your Board may desire information, and I will appreciate your writing me fully on the subject.

Is there any prospect of your coming to Europe during the coming few months? We all feel that a personal visit from you would be most useful at this time. There are obviously many things which are difficult to deal with at long range, and we are exceedingly anxious to consult with you on many points of mutual interest.

With cordial personal regards,

Very sincerely yours,

R. E. Olds,  
Vice-President.

EXHIBIT D

## AMERICAN LIBRARY IN PARIS.

## ANALYSIS OF BUDGET ESTIMATES FOR THE CALENDAR YEAR 1924.

1. General Observation.

The practice has been to budget the income and expenditures of the Library from November 1st to November 1st for the reason that the annual meeting is fixed by the constitution for the first Tuesday in November. The annual audit of the accounts, however, is made as of December 31st in each year. On due consideration it is now deemed more practicable to make the budgetary year conform to the calendar year.

The budget prepared as of November 1st last and forwarded to the American Library Association comprises only preliminary estimates, and various items can now be more accurately determined. Certain criticisms of this budget and requests for further information are also to be met at this time.

As in the November budget, the conversion of dollars into francs is made at the rate of 18 francs to the dollar.

2. Financial History of the Library.

Certain features of the background for the budget should be noted.

The existing corporation was formed on May 20, 1920, and the first meeting of the incorporators was held on June 5th of that year. On August 24, 1920, the American Library Association executed to the corporation a deed of gift covering the collection of books, periodicals, papers, and library equipment then located at 10, Rue de l'Elysee, Paris. No valuation has ever been placed upon books and equipment then or since acquired, and consequently no item of that nature appears among the assets in the Balance Sheet.

The Committee on Permanent Organization, whose report appears in the 1921 Year Book at page 12, turned over to the corporation a net balance "applicable to reserve" of Fcs. 177,530.80. Starting with this reserve the Committee submitted a budget of estimates for the year 1921 calling for an expenditure of Fcs. 300,000.00. The practice of passing to reserve the contributions of patrons and life members, and the initiation fees of annual members, seems to have been inaugurated at this juncture. The Committee estimated that by the end of 1921 there should be on hand a reserve amounting to Fcs. 627,530.80, and a further fund available for current expenses amounting to Fcs. 26,517.80.

The report of the auditors, Marwick, Mitchell & Co., shows that on December 31, 1920, the reserve fund stood at Fcs. 200,830.80, and the fund available for current expenses at Fcs. 108,072.20. There was also a book fund of Fcs. 8,525.00.



During the year 1921 the reserve fund, according to the auditors' statement found in the 1922 Year Book, went up to Fcs. 618,400.00, slightly below the estimate of the Permanent Organization Committee. The increase was principally derived from two sources. The American Library Association on July 12, 1921, made a special donation of Fcs. 350,000.00 as an endowment to provide for the salary, in whole or in part, of an American library assistant, trained in an American library school and selected with the approval of the executive board of the American Library Association (see 1922 Year Book, page 42).

The sum of Fcs. 50,000.00, known as the Allan Seeger Endowment, was given also in 1921, with the stipulation that the interest therefrom should be used for the purchase of books, chiefly in the departments of poetry, the classics and belles lettres (Ibid).

The income applicable to current expenses in 1921 was Fcs. 262,322.25, and the total expenditure for the year was Fcs. 160,277.75, leaving a balance of Fcs. 102,044.50 to be carried forward in the current expense fund (see 1922 Year Book, pages 50-51).

An accurate comparison of expenditures during 1920 and 1921 is not possible from the data at hand, because the Balance Sheet at the close of 1920, as prepared by Marwick, Mitchell & Co., does not show the operating expenses, which appear to have been met, save for the expenses of the Permanent Organization Committee, (amounting to a little less than Fcs. 20,000.00) by the American Library Association. The report of Mr. Carlton, the Librarian, dated November 9, 1920 (see 1921 Year Book, page 18), indicates, however, that the Library was then being operated with a staff of eleven persons, including the Director, at a cost of Fcs. 42,308.08 per month, or at the rate of a little over Fcs. 500,000.00 per annum. It is clear, therefore, that the Library came down at once to a much lower plane of operation so far as cost is concerned, and has not since risen to the level of 1920.

The auditor's report of December 31, 1922, shows a reserve fund of Fcs. 635,000.00, an increase of about Fcs. 18,000.00 over the previous year. The total expenditures during 1922, including about Fcs. 12,000.00 for books and periodicals, were Fcs. 259,038.34. This exceeded the income available for operation and maintenance by Fcs. 26,827.00, which was carried forward as a debit to the current expense fund (see 1923 Year Book, pages 60-61).

The auditor's report of December 31, 1923, puts the reserve fund at Fcs. 711,720.00. The year's income available for operation and maintenance was Fcs. 259,440.34, and the total expenditure was Fcs. 298,747.06, leaving a further operating deficit of Fcs. 39,306.72, which, added to the previous deficit, left a total debit to the current expense fund of Fcs. 66,134.57.

If the operating deficit for the past two years is deducted from the reserve, the net reserve would stand at Fcs. 645,585.43 at the beginning of the current operating period.

In June 1923 the Laura Spelman Rockefeller Memorial appropriated for the general use of the Library \$9,000.00, of which \$5,000.00 was payable in 1923 and \$4,000.00 in 1924. The first instalment, to-wit, \$5,000.00, was converted into francs, thereby adding Fcs. 85,150.00 to the amount available for operating expenses.

In October 1923 the Carnegie Corporation appropriated \$15,000.00, payable in two annual instalments of \$7,500.00 each, for the use of the Library in its service to American students in Paris. No part of the Carnegie donation has yet been used, and it is not reflected in the 1923 Balance Sheet.

It is to be noted that the reserve fund, save for the two large donations above mentioned, made in 1921, has had a very modest growth. In the fall of 1920 the Permanent Organization Committee reported it at Fcs. 177,000.00. At the end of that year it was Fcs. 200,000.00. At the end of 1921, leaving out the two special endowments, it was Fcs. 218,000.00; at the end of 1922, Fcs. 235,000.00. At the end of 1923, if we deduct the special endowments and also the aggregate operating deficit, the normal reserve stands at approximately Fcs. 245,000.00. Naturally, the amounts transferred to reserve year by year have varied. The contributions from patrons, that is to say, those paying to the Library at any one time at least Fcs. 5,000.00, are given as follows:-

1920 -	Fcs.	84,030.80
1921 -	"	40,969.20
1922 -	"	5,000.00
1923 -	"	56,020.00

Contributions from life members, that is to say, those giving at least Fcs. 2,000.00, have been as follows:-

1920 -	Fcs.	52,000.00
1921 -	"	18,000.00
1922 -	"	8,000.00
1923 -	"	12,000.00

The initiation fees of annual members, at the rate of Fcs. 100.00 each, have been as follows:-

1920 -	Fcs.	14,800.00
1921 -	"	8,600.00
1922 -	"	4,500.00
1923 -	"	7,800.00

The fees paid by book-borrowers, including the regular payments by annual members, at the rate of Fcs. 100.00 each, have all been carried into the income account for operating expenses. These fees have been as follows:-

1920 -	Fcs.	79,720.00
1921 -	"	101,095.00
1922 -	"	102,885.35
1923 -	"	123,038.55

There has evidently been a progressive increase in the income from book-borrowers. In this connection it may be observed that these fees for the first two months of 1924, without including the initiation fees of annual members, have amounted to nearly Fcs. 25,000.00, about Fcs. 6,000.00 ahead of the same period a year ago.

### 5. Financial Status as of January 1, 1924.

The net reserve, after deducting the operating deficit for the two preceding years, is Fcs. 645,585.43. Of this total, Fcs. 400,000.00 constitute special endowment available only for the uses stipulated by the donors. This

leaves Fcs. 245,585.43 subject to appropriation for general purposes. To the operating assets thus analyzed we may add for the current budgetary period \$8,750.00 from the Carnegie donation, and the remaining \$4,000.00 from the Laura Spelman Rockefeller Memorial donation. Figuring these donations at 18 Francs to the dollar the total cash resources of the Library as of January 1, 1924, were Fcs. 875,085.43, of which Fcs. 229,500.00, under the present policy of allocation of funds, were directly applicable to operating expenses, and the balance considered as reserve.

The Carnegie donation was made for two years beginning November 1, 1923. The American Library Association has placed at the disposal of the Trustees \$8,750.00 of this contribution to be applied for the six months period November 1, 1923 to May 1, 1924. There should be an aggregate of Fcs. 157,500.00 from this source for the year for use in 1924, leaving (at the same basis of conversion) Fcs. 112,500.00 for the 1925 budget.

The Laura Spelman Rockefeller Memorial, in addition to the donation already mentioned, has appropriated \$7,500.00 for the use of a new department of the Library intended to furnish a reference service dealing with information on matters of current interest in the field of international affairs. A more detailed description of this activity appears below. No part of the Rockefeller special donation has yet been used.

For the same purpose Mr. and Mrs. William Emerson, of Cambridge, Massachusetts, have offered to contribute the sum of \$5,000.00. The statement covering this new department shows that approximately \$1,000.00 of the Emerson contribution has been expended, between August 15, 1923 and March 1, 1924, on preliminary organization, purchase of material, etc. The Library therefore has at its disposal a fund of about \$11,500.00 for the future development of the reference service referred to. This sum is not included in the figures above given.

The cash resources were held and invested on January 1, 1924, as follows:

In Paris banks	-	Fcs. 85,275.93
Petty Cash on hand	-	" 1,000.00
French Government Treasury 6% Bonds-	"	396,000.00
Credit National 5% Bonds, 1920-	"	50,000.00
Bons de la Defense Nationale 5% -	"	108,700.00

The auditor's Balance Sheet carries forward as an asset Fcs. 22,520.00 on account of rent paid in advance, and an item of Fcs. 2,083.35 for rent due on January 1st from the Library School established in the headquarters building by the American Library Association. There is also carried as an asset an item of Fcs. 7,198.00 advanced to and to be repaid by the department created to publish the periodical "Ex Libris", hereinafter particularly described.

The French securities in which the endowments and a part of the reserve have been invested during the past four years are carried at the amounts actually paid for them. Their aggregate market value, as indicated by the auditor, was on January 1, 1924, about Fcs. 15,000.00 less than the figure at which they

stood on the books. The question of the status of these investments has been considered by the Trustees, and it has been found impracticable, if not illegal, in view of the existing restrictions imposed by the French Government, to change the investments into dollars cash or dollar securities, even if such a policy were deemed desirable. The Trustees at a special meeting held on March 14, 1924, approved the action of the Finance Committee in disposing of the French Treasury and Credit National Bonds and reinvesting the proceeds in Bons de la Defense. It is the present policy of the Trustees, after taking competent advice, to use the proceeds of some of these French securities for current expenses in advance of the employment of contributions in dollars now available. The recent contributions in dollars are meanwhile being held in an interest-bearing account with the Farmers Loan & Trust Company in New York.

#### 4. The Special Departments.

##### A. EX LIBRIS.

In the spring of 1923 the Trustees authorized the publication of a monthly periodical, with the title "Ex Libris", designed to promote the general interests of the Library by presenting to the public regularly appropriate information concerning the activities of the institution and the opportunities for usefulness which it affords. This enterprise is intended to be self-supporting and not in any sense a drain upon the financial resources of the Library itself. The magazine is carried, both as to overhead and direct expenses, by the receipts from advertising and subscriptions. Advances of comparatively inconsiderable sums have been, from time to time, made to the Ex Libris department in the organization and development period, but it is confidently believed that the undertaking can be permanently kept on an independent basis financially. Details of receipts and expenditures on account of this department and the estimates for the current year are separately shown in the attached papers.

##### B. DEPARTMENT OF INTERNATIONAL AFFAIRS.

The department of the Library, which, for lack of a better name, is for the time being designated as the "Department of International Affairs", is intended to be a specialized reference service dealing with current information - economic, financial, political and social - falling within the domain of international relations. As above stated, friends of the Library, appreciating the unique opportunity which the institution enjoys by reason of its location and contacts, to meet the need for organizing and making available to the American public in Paris and elsewhere the material bearing upon questions of the nature indicated, have provided funds for the purpose; and it is hoped that during the coming year the usefulness of such a department may be fully tested and successfully demonstrated. Some preliminary work has been done, principally in the way of assembling and classifying material. The expectation is that the funds already provided will be adequate to carry on the work until sometime early in 1925. With the advice and assistance of the American Committee of the Library, Mr. Denys Myers, a qualified expert, has been engaged to initiate the work and head the department for from four to six months. He will arrive in Paris about April 1st.

For the present, it is not feasible to draw up an accurate budget for the department; that must await a definitive organization after Mr. Myers's arrival. It is, however, to be clearly understood that:

(1) The Department of International Affairs is, as above indicated, a specialized reference service to be inaugurated and carried on as a departmental activity integrated and coordinated, so far as possible, with the other departments, conducted in the name of the American Library in Paris, and responsible to the Librarian and the Board of Trustees.

(2) In this matter the board is administering a special fund or trust for the purpose and must account to the donors for its use in accordance of the expressed wishes of the donors.

(3) The department is to be maintained exclusively out of the special funds provided, and is not to be so operated as to involve any charge, direct or indirect, upon the general funds of the Library.

(4) In no event will the board enter into any commitments on account of this department which will exceed the special funds now or hereafter available for its development.

#### 5. The Current Budget.

In the attached statements of Income and Expenditures are embodied, for purposes of comparison, the figures for both 1923 and 1924. The totals given for 1923 show an excess of income over expenditure. In order to strike a balance for 1923, the sums appearing in the income statement, which, under our system, were passed to reserve, as well as the operating deficit indicated in the auditor's report, must be taken into account.

The figures for 1924 show the estimated income available for operation and the estimated expenditures for carrying on the various services, without taking into consideration any estimated income to be passed to reserve. An actual operating balance is therefore struck for 1924.

The special departments, above described, are incorporated in this revised budget, so that the totals represent the aggregate income and expenditure for all Library activities. The details for the two special departments are given in separate statements.

The item of Frs. 9,000.00 appearing in the income statement is balanced by including a similar amount in the item of salaries for Library staff.

The item of interest is left at the same figure as last year.

The item of diverse cash gifts is likewise treated. It should be understood that donations are sometimes made specifically for operating expenses, and sometimes for the reserve fund. Very often, however, such gifts are unaccompanied by any restrictions, and it has been our custom to pass large contributions of this kind to the reserve fund. For example, in 1923, over 50,000 frs. were thus credited to reserve. The allowance of 15,000 frs. for 1924, available from this source for operating expenditure, is about the average for the past four years.

The estimated dues from annual members are put at 28,000 frs., a figure slightly in excess of the actual receipts from this source in 1923. It is conceived that the estimate is entirely safe.

The receipts from subscribers in 1923 were approximately 94,000 frs. At the present rate of increase the amount for 1924 should be at least 130,000 frs, but 120,000 frs. has been allowed for budget purposes.

On the expenditure side the item for salaries is explained in separate attached statement, giving the details. Attention is directed to the fact that provision is made for an assistant librarian for the second half of the current year at a salary of \$2,000 per annum. This position was created by the trustees in August, 1923, but has been vacant since January 15, 1924, and there seems no prospect of filling it immediately. If the position remains unfilled throughout the year there will be a surplus of 18,000 frs. to be returned to the general funds.

This budget sets aside 20,000 frs. for the purchase of books during the current year.

The allowance of 40,000 frs. for rent is arrived at as follows: The gross rental for the Paris headquarters building, under the lease just made, is 90,000 frs. The receipts from sub-tenants, under existing arrangements, will amount to 53,956.60 frs., leaving a net balance of slightly over 36,000 frs., to be charged to operating expenses. We deem it wise to allow an additional 4,000 frs., in order to guard against the possibility, in the unsettled conditions now prevailing, of being obliged to carry some vacant space, and the further possibility of finding it necessary to utilize for the Library itself some of the space which now brings in a revenue. The charge for rent in the 1923 column is at the low figure given because a portion of the rent for that year had been paid and charged against expense in the previous year.

The assignment of 4,500 frs. for furniture in 1924 covers a new delivery desk ordered at the end of 1923, and provides also for the purchase of new chairs.

For unforeseen contingencies we have set up a contingency fund of 25,650 frs.

It will be observed that the 1924 estimates involve no encroachment on the net reserve as of January 1st. This reserve will in the course of the year be increased by the amounts received from patrons and life members, and by the sum of the initial fees of annual members. These additions to reserve have varied greatly from year to year. If they should be the same in 1923 there will be added to the reserve fund 75,280 frs., bringing the total to about 720,000 frs., of which 320,000 frs. would be available for general purposes. The Library, as of January 1, 1925, should also have available for the ensuing budgetary period a balance of 125,000 frs. from the Carnegie donation.

While it is believed that the estimates, both of income and of expenditure for 1924, are conservative, the difficulty inherent in our peculiar situation should be recognized. A further sensational decline in the value of the franc might necessitate a readjustment of salaries and the increase of other expenses. And income may be affected either favorably or adversely by such fluctuations.

## AMERICAN LIBRARY IN PARIS.

Income and Expenditures

(Actual for the calendar year 1923.  
Estimated for the calendar year 1924.)

I N C O M E

	<u>1923.</u>	<u>1924.</u>
Interest	Frs. 35,307.29	35,000.-
Donations		
Laura Spelman Rockefeller Memorial	85,150.- (a)	72,000.- (b)
Carnegie Corporation	---	157,500.- (c)
Special Donation for salary of French Assistant.	9,000.-	9,000.-
Special Donations for Depart- ment of International Affairs		
a. Emerson Fund	15,487.-	74,513.-
b. Laura Spelman Rocke- feller Memorial.	---	135,000.- (d)
Divers Cash Gifts	15,944.50	15,000.-
Patrons	56,020.-	---
Life Members	12,000.-	---
Annual Members: Initiation Fees	7,800.-	---
Dues	26,300.-	28,000.-
Subscribers	93,928.35	120,000.-
Ex Libris.		
Income from advertising and subscriptions.	---	84,000.-
	<u>356,937.14</u>	<u>730,013.-</u>

- (a) \$5,000 converted at actual rate of exchange.  
 (b) \$4,000 figured at 18 Frs. to the dollar.  
 (c) \$8,750 figured at 18 Frs. to the dollar.  
 (d) \$7,500 figured at 18 Frs. to the dollar.

EXPENDITURES.

	<u>1923.</u>	<u>1924.</u>
<b>Salaries</b>		
Library Staff	Fr. 204,263.63	Fr. 255,000.-
Building Staff	22,924.05	24,000.-
<b>Books</b>		
Books	678.55	20,000.-
Periodicals	6,085.25	6,000.-
Binding	6,246.75	7,000.-
Carriage and Customs	408.20	600.-
Rent (Net)	18,355.90	40,000.-
Taxes	10,980.64	15,000.-
Heat and Light	12,966.35	15,000.-
Insurance	2,139.20	2,200.-
Travel	1,671.80	---
Postage, Telegraph and Telephone	7,311.46	7,500.-
Water	830.35	850.-
Stationery & Printing	7,171.80	7,200.-
Furniture	---	4,500.-
Miscellaneous Expenses	6,758.42	8,000.-
Department of International Affairs	15,487.-	209,513.-
Ex Libris	---	84,000.-
Contingent Fund	---	25,650.-
	<hr/>	<hr/>
TOTAL...FRS.	324,279.35	730,013.-
Credit due to readjustment of account of repairs and alterations	1,045.29	
	<hr/>	<hr/>
	323,234.06	
	<hr/>	<hr/>



EXHIBIT EReport of the Finance Committee

The Finance Committee herewith submits its report, together with the report of the Treasurer for the year 1923, and the estimates of receipts and expenditures for 1924. These estimates were laid before the Executive Board at its meeting in Chicago, December 29, 1923, and were approved. They have been printed in the Bulletin for January, 1924, page 34-35, and are therefore not included in the present report.

The various accounts of the Association were audited, as in former years, and were found correct and in good order. The firm of Marwick, Mitchell and Company was again engaged for this work, and extended its scrutiny to transactions in the following funds covering the year 1923:

American Library Association General Funds.

American Library Association Publishing Funds.

American Library Association War Funds.

American Library Association Books for Everybody Fund.

American Library Association Books for Europe Fund.

American Library Association Building Fund.

The securities and cash balances in the hands of the Treasurer, in Chicago, and the Trustees of the Endowment Fund, in New York City, were also examined by the same firm of accountants and were found to co-incide with the statements rendered by the Treasurer and the Trustees respectively.

These audits will be submitted by the Finance Committee to the Executive Board at its next meeting with the recommendation that they be adopted.

Respectfully submitted

Carl B. Roden, Chairman

EXHIBIT F

Carnegie Corporation  
522 Fifth Avenue  
New York, N. Y.

April 11, 1924

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

Dear Mr. Milan:

I am glad to inform you that at the meeting of the Trustees yesterday, the appropriations recommended by the Finance Committee for the current fiscal year were adopted as follows:

Library Training Board.....	\$2,000
Survey.....	7,500
Study of Libraries & Adult Education..	6,000
General Editor and Proofreader.....	3,000
A.L.A. Headquarters.....	7,500
Total.....	\$26,000

The appropriations for the two following years will come up in due course, and I have no doubt will receive the same favorable consideration at the hands of the Committee and the Board.

Sincerely yours

(Signed) F. P. Keppel

K/h

EXHIBIT G

CARNEGIE CORPORATION  
of New York  
522 Fifth Avenue  
New York

June 6, 1924

Mr. Carl H. Milan, Secretary  
American Library Association  
86 East Randolph Street  
Chicago, Illinois

Dear Mr. Milan:

I am glad to inform you that at the meeting this afternoon, the Trustees adopted the following resolution:

Resolved, That the sum of one hundred and eight thousand, one hundred dollars (\$108,100) for the year 1924-25 be, and it hereby is, appropriated to the American Library Association for the following purposes:

Library Training Board	\$26,100
The Survey	15,000
Study of Libraries and Adult Education	12,000
Handbooks	10,000
Reading Courses	9,000
Revolving Fund for Publications	15,000
General Editor and Proof Reader	6,000
A.L.A. Headquarters	<u>15,000</u>
	\$108,100

This money can be turned over at any time after the beginning of the fiscal year, and in any form agreeable to you and your associates.

Sincerely yours,

(Signed) F. P. Keppel

EXHIBIT H

April 11, 1924

Dr. Beardsley Ruml  
The Laura Spelman Rockefeller Memorial  
61 Broadway  
New York City

Dear Sir:

The Committee appointed by the American Library Association to administer the fund put at its disposal by the Laura Spelman Rockefeller Memorial has the honor to submit the following report:

Of the \$10,000 appropriated, \$5,000 was deposited by you with the Treasurer of the American Library Association. The chairman of the Committee, who undertook an extensive correspondence with foreign institutions, recommended to the Committee at their meeting in Hot Springs, Arkansas, in April of last year, the establishment of a budget as follows:

Administration.....	\$1,000
Books for Germany.....	4,000
Books for Austria.....	1,000
Books for Poland.....	2,000
Books for Hungary.....	2,000

This budget was approved by the Committee and later by the Executive Board of the American Library Association.

Our dealings with Germany have been almost exclusively through the Notgemeinschaft der Deutschen Wissenschaft. In Austria we have dealt through a similar institution with the same name. In Hungary we have dealt through the Országos Könyvtartási és Bibliografiai Központ. No similar institution exists in Poland and we have dealt through Professor Arcowski of the University of Lwow. Extensive lists were received from that institution and from the University of Warsaw. ¶ In consequence of the absence of the chairman from the country from September, 1923, until February, 1924, the administration of the fund fell largely to Mr. Gerould. We have received the most cordial support and co-operation from almost all of the societies and institutions from which we have secured the books and periodicals which have been requested by foreign institutions. In very many cases the publishers have donated the volumes which we have requested, and in almost every other case they have given us generous discounts.

As a consequence, we are able to report that we have thus far shipped to Germany 451 volumes at a cost of \$972.57; to Poland 450 volumes at a cost of \$1,046.35; to Hungary 411 volumes at a cost of \$787.97; to Austria 119 volumes at a cost of \$387.25. This has been accomplished at an administrative expense of \$71.65. The express and freight charges have been charged against the several national budgets rather than against administration. Summarizing the above statement, we may say that thus far we have shipped 1,428 volumes at

a total cost, including administration, of \$5,285.79.

This, however, does not represent the entire amount of our activity, as particularly in the case of Hungary, where large numbers of society publications were desired, the shipments have been made, without any charge to the Committee, directly to Hungary through the International Exchange Service. We have no definite record of the number of volumes sent in this way.

We have, in addition, succeeded in establishing exchange relations between many foreign institutions and those in this country.

We have on hand other lists of desiderata which as yet havenot been secured. These are being handled as rapidly as possible.

The administrative expense has been kept at a low figure very largely through the generosity and helpfulness of Mr. and Mrs. Lawrence Heyl of Princeton, who have handled, under Mr. Gerould's direction, a very large part of the detail.

We suggest that it will be desirable soon to transfer to the Treasury of the Association the balance of \$5,000 which will be needed to meet outstanding liabilities.

As soon as we began to ask what kind of books were needed we learned promptly that so far as libraries in Germany, Austria and Hungary were concerned, their first demand was for files of American periodicals during the war period. Intercourse was shut off during the war and after hostilities ceased the depreciation of their currency made it impossible for these libraries to renew current subscriptions or to complete their files. They were more than grateful for this opportunity of securing these important aids to research.

In Poland the demand came first for American books showing the present state of knowledge in various fields of economics, sociology and industrial life. The whole tendency of Polish educational methods at present is to free the teaching staff as much as possible from their former Russian, German, and Austrian traditions. The need for back volumes of periodicals is great in Polish university libraries and now that we have satisfied their need for books, we find their second call is for periodicals.

We are strongly of the opinion that the cause of science and research will be advanced if assurance of help can be given research libraries in Europe for a period of 3 to 5 years. If your Memorial could see its way clear toward providing funds for the next few years, we should recommend helping the university libraries throughout Europe by providing subscriptions for current American periodicals. These subscriptions should be tendered with the understanding that the amount supplied for this purpose would decrease each year, that the recipients should expect each of the following years to increase their subscriptions to American periodicals in proportion as the amount from the fund was decreased and that — though, of course, it is impossible to insist on this — the recipients should express their intention to continue subscriptions to these periodicals for a reasonable length of time. In other words, we feel that the cause of science will be assisted if we help these institutions tide themselves over the next few years, and we feel further that by securing from them the expression of an intention to continue subscriptions the danger of thoughtless or indiscriminate requests will be lessened and assurance of provision of material for research will be increased.

With the money at hand, we have, in the main, concentrated our work in Central Europe, with little attention to the needs of Eastern or Western Europe, ~~with little attention to the needs of Eastern or Western Europe.~~ The chairman of the Committee was able to see with his own eyes during November, 1923, to January, 1924, something of conditions in the university and research libraries in the Baltic States, in Russia, and in the Balkans, and we are firmly convinced that assistance might well be given to the libraries in these regions.

We feel also that the French libraries are sadly in need of help. A request for information as to the wants of French university libraries brought forth convincing demonstration that research libraries in France were in need almost as great as that of sister institutions farther East. One of the members is in Italy at present, and we expect to get from him first hand impressions which will be, we believe, as convincing as those the chairman received during his stay in Eastern Europe.

The unexpended balance of the \$10,000 granted last year will be needed to pay for books already ordered. A second grant of \$10,000 would go far towards finishing the work, to be about evenly distributed between books and subscriptions for current periodicals. After that the need would be greatest for current subscriptions.

We therefore venture to recommend that your Memorial consider the advisability of assuring to the American Library Association for the next few years (certainly not more than five and possibly putting three as a limit) a continuation of help of this kind.

We venture to submit a suggested and tentative list of distributions of fund for continental libraries for subscriptions to current research periodicals, the amount in each case to be decreased by one-third or one-fifth if aid should be extended for three or for five years.

France.....	\$1,000
Italy.....	500
Belgium.....	200
Germany.....	1,500
Austria.....	500
Czechoslovakia.....	300
Hungary.....	300
Poland.....	500
Baltic States, (Finland, Latvia, Lithuania, Esthonia).....	400
Roumania.....	100
Jugoslavia.....	100
Bulgaria.....	100
Greece.....	100
Russia.....	400
	\$5,600

In conclusion we wish to say that personal observation and expressions of appreciation by letters from recipients of the aid thus far offered have convinced us that the Memorial has rendered a most important assistance to the cause of research and science. The university libraries throughout Europe have been carrying on the spirit of investigation through years of stress and troubles that they have persevered in the face of such difficulties is greatly to their credit. It is equally to the credit of your Memorial that the need for help of this kind has been felt and the members of the Committee cannot let pass the occasion of submitting this report without expressing to your Memorial their appreciation of the honor of connection with so worthy an enterprise.

Very respectfully  
J. T. Gerould

H. M. Lydenberg, chairman    W. W. Bishop    H. H. B. Meyer

The Laura Spelman Rockefeller Memorial

61 Broadway  
New York

May 29, 1924

Mr. H. M. Lydenberg  
Chairman American Library Association  
476 Fifth Avenue  
New York City


My dear Mr. Lydenberg:

At a meeting of the Executive Committee of the Memorial, held this morning, the following resolution was passed:

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.

The Committee commented favorably upon the small amount which you have required for administrative expenses.

Very sincerely yours

 (Signed) Beardsley Ruml

December 26, 1923.

Dr. James Brown Scott, Secretary,  
Carnegie Endowment for International Peace,  
2 Jackson Place,  
Washington, D. C.

My dear Sir:

I thank you for your letter of December 24.

The Committee which I represent has been granted an allotment of \$10,000.00 by the Laura Spelman Rockefeller Memorial to enable us to assist European libraries unable at present to secure American books and periodicals. We are at present dealing with lists submitted by institutions in Germany, in Austria, in Poland and in Hungary. Obviously our resources are altogether too small to meet the necessities of the situation. The Rockefeller Foundation has assumed the responsibility for meeting such requests for medical literature as may come to us. I had hoped that the Carnegie Endowment might meet similar requests for books and periodicals on international law.

I cannot in frankness say that I think that the University of Freiburg has a claim for assistance in any way different or more pressing than that of other similar institutions. The list happened to be the first that had come to us which related specifically to the subject of your major interest. I should be very glad, of course, if the Endowment would undertake to supply the funds needed for similar requests. I do not think that the amount involved would be a very large one. It could be limited, of course, to any amount that might seem desirable to you.

If you do not feel that you care to undertake a general program, we would appreciate it very much of course if you would meet this specific request from the University of Freiburg.

Very truly yours,

James Thayer Gerould,  
Librarian.



EXHIBIT I

## CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

May 1, 1924.

My dear Mr. Gerould,

The question of a grant from the Carnegie Endowment for International Peace to aid in supplying books on international law to European libraries pursuant to the previous correspondence between us was considered by the Executive Committee at its meeting on April 24th. The Executive Committee was very sympathetic towards the proposal and regretted that the Endowment's funds would not allow a grant larger than \$5,000. This sum was accordingly placed at my disposal to be spent for the purposes indicated by you.

The Executive Committee also considered that it would be advisable to extend the scope of the subject of the books to be supplied by the Endowment's funds so as to include books upon public law.

The sum granted will be available for disbursement on July 1st, which is the beginning of our fiscal year, and I shall be glad, in the meantime, to receive some suggestions from you as to its expenditure.

I am,

Sincerely yours,  
(Signed) James Brown Scott,  
Secretary.

Mr. James Hayer Gerould,  
Princeton University Library,  
Princeton, New Jersey.

EXHIBIT J

June 3, 1924

Dr. F. P. Keppel  
Carnegie Corporation  
New York, N. Y.

My dear Dr. Keppel:

In response to your letters of May 1 and May 12 concerning the project submitted by Carleton W. Washburne of the Winnetka Public Schools:

It is our opinion that this project is very much worth while and that it fits in with the A.L.A. program. And it is our hope that the Carnegie Corporation will find it possible to add to the other grants which we hope to receive for the year beginning October 1, 1924, a grant of \$6,000 to be used by Mr. Washburne in the preparation of a graded book list for children in elementary schools.

We have satisfied ourselves that Mr. Washburne is a competent research worker, that he would welcome the co-operation of the American Library Association and of librarians who know most about children's books - which seems to us to guarantee the preparation of a list which will be not only scientifically prepared but actually useful. Mr. Washburne proposes to consider the A.L.A. Headquarters office as his consultant in this study in the same way that one of the deans at the Chicago University served in connection with the other studies which Mr. Washburne has made. Mr. Washburne agrees that it will be desirable for the A.L.A. to publish the list when it is compiled.

It is important to Mr. Washburne that this matter be acted upon promptly as he must decide within the next two weeks whether his research worker, Miss Vogel, is to be considered as research worker or to be put back on the teaching staff of the Winnetka Public Schools. Mr. Washburne is leaving about June 14th to teach in the University of Oregon.

We believe that the proposed study made by a school man, thoroughly trained in methods of research, with the active co-operation of the library profession through A.L.A. Headquarters, will do much to attract attention to school and library co-operation. We also feel that it will be profitable to members of the library profession to have presented for their consideration a list compiled and graded on what educators consider a scientific basis.

I am therefore transmitting herewith a copy of the project as submitted by Mr. Washburne to the Commonwealth Fund with the suggestion that you consider appropriating a sum of \$6,000 to the American Library Association for the proposed work with the understanding that the work is to be done by Mr. Washburne under the general supervision of the A.L.A. Headquarters staff.

Yours very truly

(Signed) Carl H. Milan

Secretary

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## WINNETKA PUBLIC SCHOOLS

INDIVIDUAL INSTRUCTION  
 WINNETKA, ILL.

## SUPERINTENDENT

Carleton W. Washburne  
 Willard W. Beatty, Asst. Supt.  
 Office: Skokie School  
 Telephone Winnetka 850

JUN 25 1924

PERMANENT FILE

To the Commonwealth Fund,  
 1 E. 57th Street,  
 New York City.

Gentlemen:

I am sending you herewith a request for a subvention of \$6,000 to make possible the preparation of a book list for children in the elementary grades. The proposed book list will consist of about 1,000 titles. Each book will have the unanimous independent approval of three well trained, broadly educated critics, as regards its literary merit, ethical influence, and general suitability. Each book will be given an accurate grade placement based on a statistical study of the reactions of from 20 to 50 pupils.

The study will involve about 4,000 independent adult judgments and from 50,000 to 100,000 independent pupil reactions. It can be completed in one year if the subvention is granted. It will furnish the first adequate, scientifically graded book list for children, and will fill a wide-felt need.

Sincerely yours,

With the great increase in amount of silent reading done in schools has come a serious need for an adequate, scientifically graded, carefully selected book list. No such list is now available. A seminar of teachers in the Winnetka Public Schools is launched on an investigation that should produce an accurately graded list of at least 1,000 good books for elementary schools.

For years we have culled the literature on book lists for children. We are familiar with the various attempts to prepare book lists, and have used the best of them in our schools. We have combined them using our subjective judgment and general observation as the criteria for omissions and inclusions. The resulting crude Winnetka book lists have been in considerable demand from many schools. The extent of this demand has made us feel that an accurately determined book list would be of wide-spread and immediate practical value.

Our investigation falls into two main divisions: The selecting of books suitable from a literary and ethical standpoint, and the grading of these books on the basis of a statistical study of children's reactions thereto. The selecting will be done on the basis of pooled judgments of competent critics. The grading will be on the basis of range of age, grade, and reading ability of children reporting each book interesting and not too difficult. It is hoped to get from 20 to 50 pupil reactions for each book.

The grading is already under way. We have collected so far 3,000 pupil judgments. Where any considerable number (10 or more) of these bear on a single book, we have found in a preliminary study that real light is thrown on the interest range of that book.

Our method of collecting data is this: When a child finishes reading any book, he is required to fill out a slip, of which the following is a reproduction:

Complete title of book		
Author's last name		First name
Publisher		
Child's name		Age
Boy or Girl	Reading Grade	Burgess Score
<input type="checkbox"/> Very interesting		<input type="checkbox"/> Too hard
<input type="checkbox"/> Fair		<input type="checkbox"/> About right
<input type="checkbox"/> Not interesting		<input type="checkbox"/> Too easy

These slips are inspected by the teacher, who supplies the child's score on the Burgess silent reading test. The slips are then turned over to the seminar for alphabetization and analysis. It is our intention to gather from 50,000 to 100,000 such slips, from a number of different schools.

When enough slips (20 or more) on any one book have been accumulated, they will be combined onto a single card showing range of age, grade, and reading ability of children reporting the book as "very interesting" and (in difficulty) "about right". The middle 50 percentile of judgments will probably be used in determining the grade placement.

As soon as a book is graded on the above basis, it will be turned over to a committee of three for analysis. Each member of the committee will be a well-educated, widely read person with good social and literary background. Each independently will mark the book as "distinctly desirable", "undertain", or "distinctly undesirable", from a literary standpoint, from the standpoint of the ethical characteristics the book leads one to admire, and from the standpoint of suitability of subject matter to children of the age shown by the grading. If there is disagreement among the independent judgments, the book will be referred to a second similar committee. If there is still disagreement, the book will be placed on a doubtful list.

Those books receiving unanimous approval of a committee will be used on the final book list.

While the Winnetka Teachers Seminar, working an evening every fortnight, can gradually accumulate the data and tabulate them, it will take years to get an adequate book list at this rate. If, however, we can supplement the work of the seminar with a research worker and two clerks for a year, if we can distribute slips widely to schools and secure a great number of judgments; and if we can pay our judging committees for the time consumed in determining literary and ethical qualities of books, we can have, at the end of a year, a carefully selected, accurately graded book list that will be of great help to schools all over the United States.

Our budget for the work is as follows:

1 Research Worker	-	\$2,000.
2 Clerks	-	2,500.
Materials, postage, incidentals	-	500.
Remuneration to judging committees	-	<u>1,000.</u>
		\$6,000.

It is therefore hereby respectfully requested that the Commonwealth Fund grant a subvention of \$6,000. to the Board of Education of Winnetka, Illinois, to enable us to make the above described investigation, and to furnish through publication in a widely read professional journal, a carefully selected, accurately graded list of about 1,000 children's books to the teachers of the United States.

Respectfully submitted,

AMERICAN LIBRARY ASSOCIATION  
Executive Board Meeting

Grand Union Hotel  
Saratoga Springs, N.Y.  
June 29, 1924. 3:00 p.m.

A second session of the Executive Board was held in the Grand Union Hotel, Saratoga Springs, New York, Sunday, June 29, 1924, at 3:00 p.m.

Present: President Jennings, Miss Marilla W. Freeman, Messrs. C. H. Compton, George S. Godard, H. H. B. Meyer, Ernest J. Reece, C. B. Roden, E. D. Tweedell, P. L. Windsor, J. I. Wyer, Carl H. Milam, Secretary, and Miss Sarah C. N. Bogle, Assistant Secretary.

Resolutions Accepting Gifts. The following resolutions were adopted:

RESOLVED, That the Executive Board of the American Library Association accepts the grant, made through its Committee on Books for Europe, from the Laura Spelman Rockefeller Memorial of \$10,000 for the current year for the purchase of American books for Europe, with gratitude for the gift and recognition of the undoubted value of the suggested service.

RESOLVED, That the American Library Association through its Executive Board in accepting the grant of \$5,000 for one year from the Carnegie Endowment for International Peace for the purchase of books for foreign libraries on public and international law, expresses its thanks for the gift and its appreciation for what it believes to be an opportunity to help toward better international understanding.

Headquarters Building. Mr. Meyer reported that action by his Committee was in abeyance until the proposal to raise funds could be considered by the Fiftieth Anniversary Committee.

Fiftieth Anniversary Committee. Mr. Roden reported that the program of the Committee includes three main features: a conference, some publications and an exposition of library progress. He reported that the last is least probable; that there will be no international exposition and therefore no site and no occasion for organizing a display for the library. He expressed the hope that the idea of an exposition might be carried out in some other way; perhaps through the preparation of moving picture films or traveling exhibits.

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He reported that the three important publications - the Report of the Survey, the A.L.A. Catalog and a book on the American (public) library movement - are practically assured through grants of funds by the Carnegie Corporation. He expressed the hope that the international conference features might be financed by the Carnegie Endowment for International Peace.

Hospital Libraries Committee. The following recommendation of the Committee was read:

"This Committee has voted to recommend that it be disbanded and that its powers and duties be turned over to the Hospital Libraries Round Table."

It was

VOTED, That the matter be referred to the Committee on Committees for investigation and report to the Executive Board.

Committee on Transfer of Library War Service Activities. Mr. Meyer reported that the work in the Veterans' Bureau Hospitals had now been transferred entirely to the Veterans' Bureau. In view of the fact that this completes the "transfer" features of the Committee's work, it was

VOTED, That the name of the Committee be changed from "Transfer of Library War Service Activities," to "War Service Activities."

Committee on Books for Europe and Library Co-Operation with Other Countries. The inter-relations of these two committees were discussed briefly and it was

VOTED, That the question of consolidation of the two committees be referred to the incoming Executive Board with recommendation that they be combined into one.

The John Newbery Medal. Mr. Wyer reported briefly on the discussion with the Children's Librarians' Section of the possible revision of the plans for awarding the John Newbery Medal. As the matter was still before the Children's Librarians' Section no action was taken by the Executive Board.

Patent of A.L.A. Insignia. The Secretary reported that no action had yet been taken but that the matter was still under consideration.

Communications. Communications from Mr. Garland W. Powell of the American Legion asking the Executive Board to endorse resolutions adopted by the All-Americanism Conference, held in Washington, May 15-17, 1924, were brought to the attention of the Board. Without action it was



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taken as the sense of the meeting that the Secretary should communicate with Mr. Powell that the Board is deeply grateful that the resolutions concerning the promotion of libraries were adopted at that conference but that the Board is unable to give adequate consideration to the numerous resolutions on general questions and for that reason prefers to take no action whatever on the matter. It was understood that the Secretary should call attention to the fact that the Executive Board represents a professional organization, primarily interested in professional matters.

Commission on the Library and Adult Education. On Mr. Meyer's recommendation, it was

VOTED, That the following persons be appointed as the Commission on the Library and Adult Education:

J. T. Jennings, Chairman  
C. F. D. Belden  
W. W. Bishop  
W. O. Carson  
Matthew S. Dudgeon  
Linda A. Eastman  
Charles E. Rush

After motion it was understood that Mr. Jennings was to serve tentatively and that he would be permitted to withdraw if he found during the conference that conditions were unfavorable to his serving as chairman.

The meeting adjourned.

Respectfully submitted

*Carl H. Milam*  
Secretary

