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AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Hotel Sherman, Chicago, Ill.
Jan. 2, 1925, 12 Noon.

A meeting of the Executive Board was held at the Hotel Sherman, Chicago, 12 Noon, January 2, 1925.

Present: President H. H. B. Meyer, W. W. Bishop, C. H. Compton, John A. Lowe, Ernest J. Reece, Carl B. Roden, Edward D. Tweedell, Frank K. Walter, J. I. Wyr, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Spring Meeting. The Secretary reported that Col. J. M. Mitchell, Secretary of the Carnegie United Kingdom Trust, East Port, Dunfermline, England, and Robert Burns of the Carnegie Dunfermline Trust, were coming to the United States as guests of the Carnegie Corporation of New York, and the possibility of holding some meetings during their presence in this country was discussed.

*It was the sense of the Board that meetings at this time would be desirable, and it was

VOTED, That the question of calling a meeting of the Executive Board this spring be left with the President and the Secretary with power to act.

It was understood that there would probably be meetings of the Board of Education for Librarianship, the Commission on the Library and Adult Education and possibly of the Editorial Committee.

Honorary Officers for 1926. Miss Alice S. Tyler, member of the Nominating Committee, came to the Executive Board meeting to discuss with members of the Executive Board the question of the nomination of honorary officers. No action was taken.

Meeting adjourned.

Respectfully submitted,

Carl H. Milam
Secretary.

*For correction of these minutes as approved by the Executive Board see minutes of meeting held October 19, 1925, 9:30 a.m., Exhibit H.

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AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

Drake Hotel, Chicago, Illinois
October 19, 1925. 9:30 a.m.

A meeting of the Executive Board was held in the Drake Hotel, Chicago, Illinois, Monday, October 19, 1925, 9:30 a.m.

Present: President Belden, W. W. Bishop, C. H. Compton, Mrs. Elizabeth Claypool Earl, M. J. Ferguson, F. F. Hopper, T. W. Koch, E. J. Reece, Edith Tobitt, E. D. Tweedell, F. K. Walter, J. I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Correspondence Votes

The following report of resolutions approved by the Board by correspondence was read: (The dates are those of the Secretary's letters to the Board.)

Approval Treasurer's Report 1924. February 7, 1925. (Exhibit A)

VOTED, That the Executive Board approve the Treasurer's reports for 1924 as submitted with the Secretary's letter of February 7, subject to approval by the Finance Committee and the auditors.

Adoption 1925 Budget. February 7, 1925. (Exhibit B)

VOTED, That the Executive Board adopt the Budget for 1925 submitted with the Secretary's letter of February 7, subject to approval by the Finance Committee of estimated receipts.

Committee Funds and Transfers. February 7, 1925.

VOTED, That the President and Secretary be authorized to apportion committee funds and to make transfers from the contingency items in the Budget to other items which need to be increased.

Approval of Publications. February 28, 1925

VOTED, That the Executive Board approve the recommendations of the Editorial Committee that the following publications be issued:

"Reasonable budgets for public libraries and their units of expense," by O. R. Howard Thomson.

"Planning the school library," prepared by

a special committee of which Miss Lucile F. Fargo is chairman.

Reading courses on "English Literature," by W. N. C. Carlton, and "American Literature," by Dallas Lore Sharp, and other reading courses authorized by the Editorial Committee and subject to the approval of Messrs. Milam, Utley and Dickerson and Miss Miller.

American Library in Paris. April 2, 1925. (Exhibit C.)

VOTED, That the Executive Board approve the Budget for 1925 of the American Library in Paris, Inc., as submitted with the Secretary's letter of April 2, and that the Treasurer of the American Library Association be authorized to transfer one-half of the annual grant of the Carnegie Corporation available for the American Library in Paris, Inc., for this year, namely, \$3,750, to the Trustees of the American Library in Paris, Inc.

1925 Budget Books for Europe Fund. April 2, 1925 (Exhibit D.)

VOTED, That the Executive Board approve the Budget of the Books for Europe Fund for 1925, as submitted with the Secretary's letter of April 2, subject to approval by the Finance Committee of estimated receipts.

(The approval of the Finance Committee has been received.)

Publicity Assistant. April 22, 1925. (Exhibit E.)

VOTED, That the Secretary is authorized to employ a general assistant for proof-reading, editorial work and publicity at a salary not to exceed \$160 per month from April 1 to September 30, the salary to be paid from the several special funds as indicated on page five of the Secretary's statement to the Committee appointed to consider needs, methods and means of disseminating information about special projects of the American Library Association.

Oberly Memorial Award. May 19, 1925 (Exhibit F)

VOTED, That the Executive Board on the recommendation of the Oberly Memorial Fund Committee authorize the Treasurer to pay Seventy-five dollars (\$75.00) to Max Meisel as an award for his "Bibliography of American natural history."

Paris Library School Budget. May 19, 1925. (Exhibit G.)

VOTED, That the Executive Board approve the Budget for the Paris Library School for June 1, 1925, to May 31, 1926, as submitted with the Secretary's letter of May 19.

Approval of Minutes, December 30-31, 1924, January 2, 1925.
June 13, 1925. (Exhibit H.)

VOTED, That the Executive Board approve the minutes of the meeting held December 30 and 31, 1924, and January 2, 1925, with the changes proposed in the Secretary's letter of June 13, 1925.

Election. June 13, 1925.

VOTED, That the ballot boxes be open at the conference in the Olympic Hotel, Seattle, July 8, 1925, from 12:00 to 6:00 p.m. for the casting of votes by those who have not voted by correspondence.

Temporary Appointments to Election Committee. June 13, 1925.

VOTED, That the President be authorized to make temporary appointments to the Elections Committee to fill vacancies, if necessary.

(The Election Committee actually serving at Seattle consisted of William Teal, Margaret D. Hargrave and James A. McMillen)

Resolutions Committee. June 13, 1925.

VOTED, That the following persons be appointed as a Resolutions Committee for the 1925 Conference: Charles H. Compton, Kate Ferguson and Helen Martin; and that the President be authorized to make substitutions, if necessary.

(The Resolutions Committee which served at the Seattle Conference consisted of: Charles H. Compton, Chairman, Kate Ferguson and Rena Reese.)

Executive Board at Seattle. June 13, 1925.

VOTED, That the members of the Executive Board present at Seattle be authorized to meet and transact in the name and with the authority of the Executive Board any business essential to the proper conduct of the Conference.

Finance Committee Report. June 13, 1925.

VOTED, That the Report of the Finance Committee, as printed in the Annual Reports for 1924-25, be approved.

Accounting Methods. June 13, 1925. (Exhibit I.)

VOTED, That the changes in accounting methods as reported by the Treasurer in his letter of June 13, 1925, be approved, and, in view of these changes, that the Treasurer and Disbursing Officer be authorized to pay bills without the approval of the Chairman of the Finance Committee.

Depositories. June 13, 1925.

VOTED, That the selection of Chicago Trust Co. (War Funds), The National Bank of the Republic, The Union Trust Co. and the Peoples Trust Co., all of Chicago, as depositories for the funds of the American Library Association, be approved.

A.L.A. Representatives on Women's World's Fair Committee and Advisory Board of American Year Book. June 13, 1925.

VOTED, That the Executive Board approve the President's appointment of Mary Eileen Ahern as A.L.A. representative on the Women's World's Fair Committee and his appointment of J. I. Wyer to represent the Association on the Advisory Board of the American Year Book.

Expenses to Meetings of Boards, Commissions and Committees. June 13, 1925.

VOTED, That the Executive Board suggest to boards, commissions and committees which have considerable funds at their disposal that in general the expenses of board members should not be paid for meetings held in connection with the Annual and Mid-Winter Conferences: but that this should not prevent such boards, commissions and committees from making exceptions to the rule to meet unusual situations.

Budget Requests from the Carnegie Corporation. June 13, 1925. (Exhibit J.)

VOTED, That the budget of requests from the Carnegie Corporation and the statement accompanying the budget, submitted with the Secretary's letter of June 13, 1925, be approved.

1926 Conference. June 13, 1925.

VOTED, That the present Executive Board recommend to the incoming Executive Board that the 1926 Conference be held in Atlantic City (with the understanding that one or two days will be spent in Philadelphia) provided satisfactory arrangements for hotels and meeting places can be made.

Executive Board Minutes
October 19, 1925. 9:30 a.m.

Mr. Ferguson to Fill Vacancy on Board. July 27, 1925.

VOTED, That M. J. Ferguson be appointed for one year to fill the vacancy on the Executive Board created by Mr. Belden's election to the presidency.

Anniversary Finance Committee. July 27, 1925.

VOTED, That an Anniversary Finance Committee of five be appointed to raise funds for the 1926 celebration and the Frank P. Hill be invited to serve as Chairman of the Committee and to make recommendations to the President of persons to serve as his associates.

It is understood that this committee will base its appeal for funds on the plans prepared by the Fiftieth Anniversary Committee and that copies of all reports of plans and results made by the Chairman of the Anniversary Finance Committee to the Executive Board shall also be submitted to the Chairman of the Fiftieth Anniversary Committee.

It is also understood that the budget and plan for the appeal are to be presented to the Executive Board for approval before the appeal is made.

1926 Conference. July 27, 1925.

VOTED, That the 1926 Conference be held in Philadelphia and Atlantic City during the week of October 4th, provided satisfactory arrangements can be made. (This resolution was approved by the six members present at Seattle and is presented now with the understanding that the meeting will probably be held in Atlantic City, with one or two days in Philadelphia, but that, contingencies may arise which will make it advisable to meet in Philadelphia for the whole week.)

Paris Library School. July 27, 1925. (Exhibit K.)

VOTED, That the Secretary and Assistant Secretary be authorized to follow possible openings to secure funds for the Paris Library School, as proposed in Miss Bogle's letter of June 23, 1925.

Executive Board Minutes
October 19, 1925. 9:30 a.m.

Libraries in National Parks. July 27, 1925.

VOTED, That a Committee of three on Libraries in National Parks be appointed to investigate the advisability of developing nature libraries in connection with the museums in the National Parks (the Committee to consist of H. L. Koopman, Leroy Jeffers and Carleton B. Joeckel.)

Tennessee Survey. July 27, 1925. (Exhibit L.)

VOTED, That the Secretary should reply to the letter from the Survey Committee of the Tennessee Library Association, expressing the interest of the Board in a sensible professional survey and its disposition to be on the alert for ways and means.

President to Make Committee Appointments. July 27, 1925.

VOTED, That the President be authorized to make committee appointments.

October Meeting of Board. July 27, 1925.

VOTED, That a meeting of the Executive Board be called by the President, about the middle of October, probably in Chicago.

Resolutions that Failed of Passage. The following resolutions were submitted June 13, 1925 and failed to pass:

RESOLVED, That the present Executive Board recommend to the incoming Executive Board the appointment of an Executive Board Committee of Three on the American Library in Paris, whose duty it shall be to consider all important matters pertaining to the American Library in Paris which require the Association's attention, and to make recommendations to the Executive Board.

Nine voted "yes", one voted "no" and two did not vote.

RESOLVED, That the Executive Board recommend to the Association that the initiation fee for all new members and members rejoining be suspended for 1926 only.

Ten voted "yes", and one voted "no", and one did not vote.

Executive Board Minutes
October 19, 1925. 9:30 a.m.

Correspondence Votes Accepted.

VOTED, That the correspondence votes be accepted and recorded in the minutes.

Budget October 1, 1925 -September 30, 1926. Mr. Wyer, chairman, reported that the Finance Committee approved the estimates of receipts amounting to \$158,000 from the Carnegie Corporation. Letter from the Carnegie Corporation dated October 5, 1925, is attached to these minutes as Exhibit M.

Mr. Dooley, disbursing officer, explained the budget in detail. Copy of the budget is attached as Exhibit N.

VOTED, That the budget for the year beginning October 1, 1925 be approved.

Charters Curriculum Study. On the recommendation of the Secretary it was

VOTED, That the Treasurer be authorized to transfer funds for the Charters Curriculum study quarterly as received to the University of Chicago, disbursements to be made by him with the approval of Dr. Charters.

It is understood that the A. L. A. will receive frequent financial reports.

Refund balance in Delegate to China Fund.

VOTED, That the balance of \$996.00, of the Delegate to China Fund, less amounts payable for bills outstanding be refunded to Mrs. Frederic Cunningham, chairman of the Committee to raise the fund.

(The amount refunded was \$880.38.)

Acceptance of Grants from the Carnegie Corporation.

VOTED, That the Executive Board on behalf of the officers and members of the American Library Association gratefully accepts from the Carnegie Corporation of New York the sum of \$133,500 for the support of the Association's general activities for the year beginning October 1, 1925, and the sum of \$24,500 appropriated to the Association to meet the expenses of a study of the relation between the public library and adult education.

It was also

VOTED, That the Board, on behalf of the officers and members of the Association, desires to record deep appreciation of the gift which enables it to continue work already started and to begin much needed work in other fields.

Acceptance of Grants from the Laura Spelman Rockefeller Memorial.

VOTED, That the Executive Board on behalf of the officers and members of the American Library Association accepts with thanks and grateful appreciation the generous appropriation from the Laura Spelman Rockefeller Memorial to the Association of the sum of \$7,730 for subscriptions to American periodicals for research libraries in foreign countries.

Paris Library School Three-Year Budget. Miss Bogle presented and discussed a three-year budget for the Paris Library School. (Exhibit O.)

VOTED, That the Board approve the three-year request budget for the Paris Library and leave to the Secretary and Assistant Secretary the power of inclusion or exclusion of the one thousand dollar (\$1,000) item for tuition.

Letter to People's Trust and Savings Bank. A letter covering the matter of signature on certain checks (Exhibit P.) was read to the Board.

VOTED, That the letter of June 13, 1925 to the People's Trust and Savings Bank be approved.

Trustees Endowment Fund. The secretary called attention to the action of the Council at its Hot Springs meeting, instructing the Executive Board (a) to have the accounts of the Trustees audited annually; (b) to arrange with the Trustees of the Endowment Funds for the drawing up and adoption of deeds of trust which would state definitely the purposes for which the Endowment Funds were given; (c) select a trust company to act as agent for the Trustees of the Endowment Funds.

Items (a) and (c) have been attended to; (b) remains undone.

The Secretary stated that he expected to have a meeting with the Trustees before long and to discuss with them the adoption of a statement concerning the purposes of the several endowments and changes desired by them in the section of the Constitution and By-Laws concerning the duties of the Trustees of the Endowment Funds.

Mr. Dooley, disbursing officer, read a statement concerning funds. There was some discussion and a few modifications. The document, as amended, is attached to these minutes as Exhibit Q.

VOTED, That the statement on the origin and purpose of the Endowment Funds be approved.

Executive Board Minutes
October 19, 1925. 9:30 a. m.

Proposed Constitutional Amendment. Mr. Dooley read the proposed revision of section 24 (Exhibit R). There was question as to whether the revision should be to the laws of the State of Illinois or some other state and it was agreed that the matter should be investigated.

No action considered necessary.

Winnetka Graded Book List. On the recommendation of the Editorial Committee, it was

VOTED, That the Winnetka Graded Book List be approved for publication.

Books about America in Immigrant Languages. Statement of this project (Exhibit S.) was presented to the Board. Members of the Board were reminded that they had seen this in its earlier drafts two or three times. A few suggestions were made and those have been incorporated in the draft as presented with these minutes.

VOTED, That the statement of the project for Books about America in Immigrant Languages be approved as amended.

Communication from the American Foundation for the Blind. Two communications, as follows, were read to the Board:

"October 13, 1925

Dear Mr. Milam:

The Research Department of the American Foundation for the Blind has been giving considerable time during the past two years to the study of ways and means of reducing the cost and bulk of books for the blind. Our studies have shown that there are certain modifications of our present methods which would enable us to reduce the bulk of our Braille books by about one-third, and incidentally reduce the production cost by about the same amount.

In the course of our investigation a study was made, not only of methods of printing in America, but also in England, France, Germany and Austria. We found that the methods in vogue in England and France are far less expensive and make less cumbersome books than those employed in this country.

We laid the matter before the leading printing establishments in America, and in September held a National Conference of the technical men connected with Braille publishing establishments. Practically every printing plant for the blind in the United States was represented at this conference. Unfortunately the adoption of methods of reducing the cost and bulk of Braille books will require considerable expensive and painstaking experimentation. None of the publishing plants for the blind are in a financial position to undertake this task.

What is needed to bring about the necessary changes in Braille publishing is a demonstration shop of modest size where experimentation can be carried out and new processes thoroughly tested. When this is done we can count upon public opinion to bring about the changes required.

Executive Board Minutes
October 19, 1925. 9:30 a.m.

The American Foundation for the Blind is not in a financial position to conduct such a demonstration plant. Such a plant would require an annual grant of about \$10,000 a year, over a period of five years.

The Carnegie Corporation has been approached on this subject. While the direction of this fund evinced great interest in this undertaking, it has occurred to us that one of the established beneficiaries of the fund could obtain such a grant much more easily than could the American Foundation for the Blind.

I am writing to suggest that the American Library Association incorporate in its request for next year an item of \$10,000.00 for the maintenance of an experimental and demonstration Braille publishing plant, to be operated under the joint direction of the American Library Association and of the American Foundation for the Blind. The Research Department of the American Foundation for the Blind will be very happy to cooperate in every way possible, and to furnish such supervision as is required without cost to the fund.

We are convinced that the combined prestige of the American Library Association and of the American Foundation for the Blind would exercise a strong influence upon the management of Braille publishing concerns in this country and the findings of this experimental shop when thoroughly tested out would be accepted by the Braille publishing plants as fast as might reasonably be expected.

Perhaps I should add that after the first year an increasing proportion of the money expended on this demonstration and experimental shop would go directly into the production of Braille books. It would be safe to estimate that at least sixty percent of the fund will be used in adding new titles to our pitifully meager list of Braille publications.

I shall be glad to submit any further information you may require in order to give this matter your best consideration.

Yours very truly,

/s/ ROBERT B. IRWIN, Director
Bureau of Research and Education
American Foundation for the Blind, Inc

"476 Fifth Avenue, New York
October 14, 1925

Dear Mr Milam:

I am writing to urge that the suggestion made in a letter under date of October 13 by Mr. Robert B. Irwin, Director of the Bureau of Research of the American Foundation for the Blind, that the American Library Association incorporate in its request to the Carnegie Corporation for funds for next year an item of \$10,000 for the maintenance of a demonstration Braille publishing plant, be given careful consideration by the Executive Board of the A.L.A. and favorable action be taken if possible.

As a member of the Committee for the Reduction of the Cost of Braille Books I am somewhat familiar with the situation. America is certainly lagging behind in methods of embossed printing and a demonstration plant^{such} as suggested by Mr. Irwin seems the only solution to the problem.

If the American Library Association finds it possible to co-operate with the American Foundation for the Blind in this matter I believe it will render not only an appropriate but also a distinguished service in the development of a body of embossed literature for the blind in this country.

Yours very truly

/s/ LUCILLE A. GOLDTHWAITE, Chairman
A.L.A. Committee on Work with the Blind."

After considerable discussion, it was

VOTED, That in general the Board is favorable to the proposal made by Robert B. Irwin in his letter of October 13, 1925 and authorizes the President and Secretary to make further investigation.

Headquarters space.

VOTED, That the Executive Board authorizes the President and Secretary to sign a lease for space in The John Crerar Library Building for three years at a rental of not to exceed \$17,000 a year.

Committee of the Executive Board on Foreign Affairs.

VOTED, That the Board ratifies the appointment by the President of a Sub-Committee of the Executive Board on Foreign Affairs consisting of W. W. Bishop, Chairman, F. F. Hopper and T. W. Koch.

Standing Committee on Book Production.

VOTED, That after conference with the Committee on Committees the President appoint a standing Committee on Book Production.

Committee to Co-Operate with National Congress of Parents and Teachers.

VOTED, That the President be authorized to appoint a special Committee to Co-operate with the National Congress of Parents and Teachers if, in his judgment, such Committee is desirable.

Placement Service- Board of Education.

VOTED, That the Board approve the action of the Board of Education for Librarianship in taking over the placement service work.

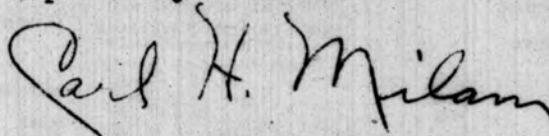
(The Board of Education for Librarianship at its meeting of October 22, 1925, Voted, That the Board of Education for Librarianship meet from its budget the expense of the placement work carried on by the American Library Association.)

Dr. Bostwick's Report on China.

VOTED That the Executive Board accept with cordial thanks and appreciation the successful work of Dr. Bostwick in China together with his full and interesting reports of libraries in China.

The meeting adjourned.

Respectfully submitted



Carl H. Milam
Secretary

A. L. A. FINANCIAL REPORTS 1924 AND BUDGET 1925

ESTIMATED INCOME FROM ALL FUNDS (Except Paris Library School Fund*)

<p>Balance on hand, January 1, 1925—</p> <p>General Funds \$ 11,382.02</p> <p>Publishing Funds 16,916.06</p> <p>War Funds 39,029.12</p> <p>Books for Everybody Fund..... 593.28</p> <p>Books for Europe Fund..... 2,319.47¹⁹</p> <p>A.L.A. Headquarters Building Fund 531.78</p> <p style="text-align: right;">\$ 70,771.73</p> <p>Membership Dues—</p> <p>Annual dues \$ 18,000.00</p> <p>Life membership 400.00</p> <p style="text-align: right;">18,400.00</p> <p>Dues from Chapters, and Affiliated Societies 550.00</p> <p>Conference registration 1,400.00</p> <p>Bulletin sales 125.00</p> <p>Income from Endowments—</p> <p>The Endowment Fund..... \$ 1,800.00</p> <p>Carnegie Endowment Fund.... 4,500.00</p> <p>Oberly Memorial Fund..... 90.00</p> <p style="text-align: right;">6,390.00</p> <p>Publishing Fund Sales—</p> <p>Publications \$ 34,000.00</p> <p>Booklist subscriptions 11,000.00</p> <p>Books (review copies)..... 1,500.00</p> <p style="text-align: right;">46,500.00</p> <p>Committee to raise fund for A.L.A. delegate to China 5,000.00</p> <p>Carnegie Corporation of New York—</p> <p>For American Library in Paris. \$ 7,500.00</p> <p>For A.L.A. Headquarters expense (rent, etc.)..... 11,250.00</p> <p>For Board of Education for Librarianship 19,575.00</p> <p>For Survey 11,250.00</p> <p>For Study of Library and Adult Education 9,000.00</p> <p style="text-align: right;">58,575.00</p> <p>For editor and proof reader... \$ 4,500.00</p> <p>For general purposes..... 15,000.00</p> <p>For reading courses..... 6,750.00</p> <p>For preparation of textbooks... 7,500.00</p> <p style="text-align: right;">33,750.00</p>	<p>Laura Spelman Rockefeller Memorial—</p> <p>For Union List of Periodical Committee \$ 3,000.00</p> <p>For Books for Europe..... 10,000.00¹⁹</p> <p style="text-align: right;">13,000.00</p> <p>Carnegie Endowment for International Peace—</p> <p>For Books for Europe¹⁹..... 2,500.00</p> <p>Books for Everybody Fund—</p> <p>Contributions 200.00</p> <p>Interest on bank balances—</p> <p>General Funds \$ 250.00</p> <p>Publishing Funds 200.00</p> <p>War Funds 25.00</p> <p>Books for Everybody Fund... 5.00</p> <p>Books for Europe Fund..... 50.00</p> <p>A.L.A. Headquarters Building Fund 16.00</p> <p style="text-align: right;">546.00</p> <p>Interest on Bonds—</p> <p>War Funds 1,500.00</p> <p>Profit on bonds sold (War Funds)..... 100.00</p> <p style="text-align: right;">\$259,307.73</p> <p>Recapitulation (of the estimated receipts of the several funds as shown in the following tables)</p> <p>General Funds \$113,257.02</p> <p>Publishing Funds 101,866.06</p> <p>War Funds 40,654.12</p> <p>Books for Everybody Fund.... 798.28</p> <p>Books for Europe Fund..... 14,869.47</p> <p>Headquarters Building Fund.. 547.78</p> <p style="text-align: right;">271,992.73</p> <p>Less Transfers—</p> <p>Publishing Funds to General Funds \$ 10,685.00</p> <p>War Funds to General Funds.. 2,000.00</p> <p style="text-align: right;">12,685.00</p> <p>Total receipts from all funds..... \$259,307.73</p>
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GENERAL FUNDS

	Treasurer's Report 1924 Income 1924	Budget 1925 Estimated Income 1925
Balance January 1—		
Regular	\$ 1,710.50	\$ 5,194.62
A.L.A. Headquarters		86.24
Board of Education for Librarianship.....		1,772.46
Survey		2,110.93
Study of Library and Adult Education.....		1,036.17
Union List of Periodicals.....	3,000.00	1,181.60
	\$ 4,710.50	\$ 11,382.02
Membership dues—		
Annual dues	\$18,113.57	\$18,000.00
Life memberships	500.00	400.00
	18,613.57	18,400.00
Dues of Chapters and Affiliated Societies.....	504.65	550.00
Conference—registration and exhibit space	2,127.33	1,400.00
Bulletin sales	218.91	125.00
A.L.A. War Funds	2,000.00	2,000.00
Income—Endowment Fund	1,591.36	1,800.00
Income—Carnegie Endowment Fund.....	3,673.39 ²	90.00
Income, Oberly Memorial Fund.....		90.00
A.L.A. Publishing Funds—		
For 1923	3,000.00	
For 1924	6,000.00	1,685.00
For 1925		9,000.00
		10,685.00 ²
Committee to raise funds for A.L.A. Delegate to China.....		5,000.00
Interest	236.12	250.00

EXHIBITS A and B

AMERICAN LIBRARY ASSOCIATION

Carnegie Corporation of New York—		
For American Library in Paris.....	7,500.00	7,500.00
For A.L.A. Headquarters expenses	11,250.00	11,250.00 *
For Temporary Library Training Board and Board of Education for Librarianship	18,525.00	19,575.00 *
For Survey	11,250.00	11,250.00 *
For Study of Library and Adult Education.....	9,000.00	9,000.00 *
For A.L.A. Publishing Fund.....	24,250.00	
Laura Spelman Rockefeller Memorial for Union List of Periodicals Committee		3,000.00 *
Refund Adult Education	432.48	
Refund travel	454.08	
Refund Temporary Library Training Board.....	103.71	
Refund from Books for Europe Fund.....	46.88	
For American Library in Paris (Contributions).....	21.00	
American Sintering Co. for A.L.A. Headquarters partitions, etc.....	650.00	
For Louvain Library	1,224.30	
Refund from Paris Library School Fund.....	500.00	
	<u>\$127,883.28</u>	<u>\$113,257.02</u>
	Expenditures 1924	Est. Exp. 1925
Bulletin	\$ 1,561.95	\$ 7,900.00 *
Conference	3,472.12	2,000.00
Committees and Boards—Regular	806.58	1,500.00
Salaries	20,071.79	22,650.00
Stationery and supplies	1,444.77	1,300.00
Office equipment	283.87	
Postage, express, telephone and telegraph.....	1,417.67	800.00 *
Sundries	404.54	400.00
President's contingent fund	25.00	100.00
Travel	1,535.66	1,200.00
Endowment Fund	525.00	400.00
Auditing	170.00	160.00
European representative's contingent fund.....	89.83	100.00
Oberly Memorial Award		90.00
Contingent Fund		1,894.62
Louvain Library	1,224.30	
American Library in Paris.....	7,521.00	7,500.00
A.L.A. Delegate to China—salary and expenses.....		5,000.00
A.L.A. Headquarters expense—		
Rent	\$ 7,189.14	\$ 9,885.00
Telephone	195.22	300.00
Lighting	167.59	250.00
Building supplies	65.25	250.00
New equipment	2,249.11	651.24
Moving	432.84	
Carpet and shades	622.16	
Partitions	892.45	
	<u>11,813.76</u>	<u>11,336.24 *</u>
Board of Education for Librarianship—		
Salaries	\$ 8,427.08	\$12,765.00
Travel	6,130.14	5,250.00
Stationery and supplies	1,816.81	600.00
Postage, telephone and telegraph.....	308.34	300.00
Printing	49.15	600.00
Books and periodicals	2.40	180.00
Sundries	122.33	90.00
Auditing		35.00
Contingent Fund		1,527.46
	<u>16,856.25</u>	<u>21,347.46 *</u>
Survey—		
Salaries	\$ 5,676.61	\$10,232.50
Travel	457.44	1,000.00
Printing	1,454.11	900.00
Stationery and supplies	602.83	400.00
Furniture and equipment	432.04	200.00
Postage, telephone and telegraph.....	416.04	550.00
Sundries		58.43
Auditing		20.00
Petty cash	100.00	
	<u>9,139.07</u>	<u>13,360.93 *</u>
Study of the Library and Adult Education—		
Salaries	\$ 5,885.60	\$ 6,350.00
Travel	986.00	1,000.00
Stationery and supplies.....	1,112.42	250.00
Postage, telephone and telegraph.....		150.00
Printing	412.29	1,675.00
Invited specialists		200.00
Auditing		20.00
Contingent Fund		391.17
	<u>8,396.31</u>	<u>10,036.17 *</u>

BULLETIN

59

Union List of Periodicals—		
Salaries	\$ 1,790.00	\$ 3,981.60
Expense	28.40	200.00
Transfer to Publishing Funds.....	1,818.40	4,181.60
	27,923.39	
	\$116,501.26	
Balance December 31, 1924.....	11,382.02	
	\$127,883.28	\$113,257.02

PUBLISHING FUNDS
Receipts

	Income 1924	Est. Income 1925
Balance, January 1—		
Regular	\$ 301.04	\$ 3,009.58
Editor and proofreader.....		38.77
A.L.A. Catalog 1926		397.29
Washburne Project		21.00
Reading Courses		1,475.21
Preparation of Textbooks.....		6,589.88
Revolving Fund		5,384.33
		\$ 16,916.06
Sales of publications	29,752.46	34,000.00 ¹⁰
Booklist subscriptions	9,528.95	11,000.00 ¹⁰
Sale of books (review copies).....	1,800.00	1,500.00 ¹¹
Income—Carnegie Endowment Fund	5,673.39	4,500.00
Refund—travel	125.00	
Interest	118.33	200.00
Carnegie Corporation of New York—		
For editor and proofreader	\$ 4,500.00	4,500.00 ⁴
For general purposes	3,750.00 ¹²	15,000.00 ¹²
For Reading Courses	2,250.00	6,750.00 ⁴
For Preparation of Textbooks.....	7,500.00	7,500.00 ⁴
For Revolving Fund	15,000.00	
	33,000.00	33,750.00
	\$ 80,299.17	\$101,866.06

Expenditures

	Expenditures 1924	Est. Exp. 1925
Salaries	\$ 14,478.96	\$ 18,300.00
Printing Booklist	3,760.70	3,750.00
Advertising	1,702.09	1,500.00
Express and postage	3,341.65	3,500.00
Stationery and supplies	1,624.52	1,500.00
Sundries	338.69	200.00
Travel	637.35	600.00
Publications	\$ 7,833.91	12,264.58
Publications—Revolving Fund	9,615.67 ¹²	5,384.33
	17,449.58	17,648.91
Office equipment	246.77	250.00
Auditing	160.00	160.00
Royalties	1,164.95	1,500.00
A.L.A. General Funds, Headquarters expense—		
1923	3,000.00	
1924	6,000.00	1,685.00
1925		9,000.00
		10,685.00 ⁸
Editor and proofreader	4,461.28	4,538.77
A.L.A. Catalog 1926—		
Salaries	\$ 1,445.00	7,000.00
Postage, express, telephone and telegraph.....	13.22	300.00
Stationery and supplies	519.49	750.00
Travel		750.00
Typing, mimeographing and printing.....		750.00
Contingent Fund		1,972.29
	1,977.71	11,272.29
Washburne Project—		
Salaries		\$ 3,775.00
Tests		175.00
Postage and miscellaneous		46.00
Judging		150.00
	1,354.00	4,146.00 ⁴
Reading Courses—		
Fees to authors		\$ 3,000.00
Editorial supervision, proofreading, part cost of printing.....	\$ 537.80	4,500.00 ¹³
Travel	236.99	500.00
Stationery, supplies and postage.....		225.21
	774.79	8,225.21 ⁴
Preparation of Textbooks—		
Salaries		\$12,550.00
Travel (conferences with author and educational adviser).....		1,050.00
Postage, supplies, telephone and telegraph.....		489.88
	910.12	14,089.88 ⁴
	\$ 63,383.11	
Balance December 31, 1924.....	16,916.06	
	\$ 80,299.17	\$101,866.06

A. I. A. FINANCIAL REPORTS 1924 AND BUDGET 1925

ESTIMATED INCOME FROM ALL FUNDS (Except Paris Library School Fund)

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GENERAL FUNDS

	Treasurer's Report 1924 Income 1924	Budget 1925 Estimated Income 1925
	\$ 1,770.00	\$ 5,194.62
		86.24
		1,772.46
		2,110.93
		1,036.17
	3,000.00	1,181.60
Total	\$ 4,770.50	\$ 11,382.02
	\$ 18,113.57	\$ 18,000.00
	400.00	400.00
	18,513.57	18,400.00
	504.65	550.00
	2,127.33	1,400.00
	218.91	125.00
	2,000.00	2,000.00
	1,591.36	1,800.00
	1,073.39	90.00
	3,000.00	
	6,000.00	1,685.00
	9,000.00	9,000.00
		10,685.00 ²
		5,000.00
		250.00
	236.12	

EXHIBITS A and B

AMERICAN LIBRARY ASSOCIATION

Carnegie Corporation of New York—		
For American Library in Paris.....	7,500.00	7,500.00
For A.L.A. Headquarters expenses.....	11,250.00	11,250.00 *
For Temporary Library Training Board and Board of Education for Librarianship.....	18,525.00	19,575.00 *
For Survey.....	11,250.00	11,250.00 *
For Study of Library and Adult Education.....	9,000.00	9,000.00 *
For A.L.A. Publishing Fund.....	24,250.00	
Laura Spelman Rockefeller Memorial for Union List of Periodicals Committee.....		3,000.00 *
Refund Adult Education.....	432.48	
Refund travel.....	454.08	
Refund Temporary Library Training Board.....	103.71	
Refund from Books for Europe Fund.....	46.88	
For American Library in Paris (Contributions).....	21.00	
American Sintering Co. for A.L.A. Headquarters partitions, etc.....	650.00	
For Louvain Library.....	1,224.30	
Refund from Paris Library School Fund.....	500.00	
	<u>\$127,883.28</u>	<u>\$113,257.02</u>
	Expenditures 1924	Est. Exp. 1925
Bulletin.....	\$ 1,561.95	\$ 7,900.00 *
Conference.....	3,472.12	2,000.00 *
Committees and Boards—Regular.....	806.58	-1,500.00
Salaries.....	20,071.79	22,650.00
Stationery and supplies.....	1,444.77	1,300.00
Office equipment.....	283.87	
Postage, express, telephone and telegraph.....	1,417.67	800.00 *
Sundries.....	404.54	400.00
President's contingent fund.....	25.00	100.00
Travel.....	1,535.66	1,200.00
Endowment Fund.....	525.00	400.00
Auditing.....	170.00	160.00
European representative's contingent fund.....	89.83	100.00
Oberly Memorial Award.....		90.00
Contingent Fund.....		1,894.62
Louvain Library.....	1,224.30	
American Library in Paris.....	7,521.00	7,500.00
A.L.A. Delegate to China—salary and expenses.....		5,000.00
A.L.A. Headquarters expense—		
Rent.....	\$ 7,189.14	\$ 9,885.00
Telephone.....	195.22	300.00
Lighting.....	167.59	250.00
Building supplies.....	65.25	250.00
New equipment.....	2,249.11	651.24
Moving.....	432.84	
Carpet and shades.....	622.16	
Partitions.....	892.45	
	<u>11,813.76</u>	<u>11,336.24 *</u>
Board of Education for Librarianship—		
Salaries.....	\$ 8,427.08	\$12,765.00
Travel.....	6,130.14	5,250.00
Stationery and supplies.....	1,816.81	600.00
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BULLETIN

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PUBLISHING FUNDS
Receipts

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For general purposes	3,750.00 ¹²	15,000.00 ¹²
For Reading Courses	2,250.00	6,750.00 ⁴
For Preparation of Textbooks.....	7,500.00	7,500.00 ⁴
For Revolving Fund	15,000.00	
	33,000.00	33,750.00
	\$ 80,299.17	\$101,866.06

Expenditures

	Expenditures 1924	Est. Exp. 1925
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Publications—Revolving Fund	9,615.67 ¹²	5,384.33
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Office equipment	246.77	250.00
Auditing	160.00	160.00
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A.L.A. General Funds, Headquarters expense—		
1923	3,000.00	
1924	6,000.00	1,685.00
1925		9,000.00
		10,685.00 ⁸
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A.L.A. Catalog 1926—		
Salaries	\$ 1,445.00	7,000.00
Postage, express, telephone and telegraph.....	13.22	300.00
Stationery and supplies	519.49	750.00
Travel		750.00
Typing, mimeographing and printing.....		750.00
Contingent Fund		1,972.29
	1,977.71	11,272.29
Washburne Project—		
Salaries		\$ 3,775.00
Tests		175.00
Postage and miscellaneous		46.00
Judging		150.00
		4,146.00 ⁴
Reading Courses—	1,354.00	
Fees to authors		\$ 3,000.00
Editorial supervision, proofreading, part cost of printing.....	\$ 537.80	4,500.00 ¹³
Travel	236.99	500.00
Stationery, supplies and postage.....		225.21
	774.79	8,225.21 ⁴
Preparation of Textbooks—		
Salaries		\$12,550.00
Travel (conferences with author and educational adviser).....		1,050.00
Postage, supplies, telephone and telegraph.....		489.88
	910.12	14,089.88 ⁴
	\$ 63,383.11	
Balance December 31, 1924.....	16,916.06	
	\$ 80,299.17	\$101,866.06

AMERICAN LIBRARY ASSOCIATION

WAR FUNDS

	Income 1924	Estimated Income 1925
Balance Jan. 1	\$50,834.90	\$39,029.12
Interest on bonds	2,134.92	1,500.00
Profit on bonds sold.....	154.40	100.00
Interest	30.98	25.00
Miscellaneous	177.78	
Refund	2.00	
	\$ 53,334.98	\$ 40,654.12
	Expenditures 1924	Estimated Exp. 1925
A.L.A. General Funds Headquarters expense.....	\$ 2,000.00	\$ 2,000.00
Hospitals	687.10	5,000.00 ¹⁴
American Library in Paris.....	1,016.00	1,000.00 ¹⁵
Miscellaneous	1,466.56	2,500.00 ¹⁶
U. S. Navy	6,600.00	6,000.00
Men in institutions not served by the U. S.....	2,266.44	5,000.00 ¹⁷
Travel	248.54	
Loss on Liberty Bond sold.....	17.22	
Error in voucher No. 81.....	4.00	
Unappropriated balance		19,154.12
	\$ 14,305.86	
Balance Dec. 31	\$ 4,179.12	
Liberty Bonds	15,000.00	
Government Dom. of Canada Bonds.....	10,000.00	
American Tel. and Tel. Bonds, par value \$10,000.00.....	9,850.00	
	39,029.12	
	\$ 53,334.98	\$ 40,654.12

BOOKS FOR EVERYBODY FUND

	Income 1924	Estimated Income 1925
Balance Jan. 1	\$ 7,305.71	\$ 593.28
New cash contributions and payment on pledges.....	263.00	200.00
Interest	14.97	5.00
Interest on Liberty Bonds.....	147.38	
Profit on Southern Railway Bond sold.....	96.06	
	\$ 7,827.12	\$ 798.28
	Expenditures 1924	Estimated Exp. 1925
Books for the Blind.....	\$ 1,367.10	\$ 406.73
Book lists, reading courses and book publicity.....	3,464.76	
General library publicity	431.68	260.05
Endowment Fund	1,967.30	131.50
Loss on Liberty Bonds sold.....	13.00	
	\$ 7,233.84	\$ 798.28
Balance Dec. 31, 1924.....	593.28	
	\$ 7,827.12	\$ 798.28

A.L.A. BUILDING FUND
Receipts

	Income 1924	Estimated Receipts 1925
Balance Jan. 1	\$ 268.29	\$ 531.78
Received during year	250.58	
Interest	12.91	16.00
	\$ 531.78	\$ 547.78

¹ Budget approved in Sept. 1924 is effective through May 1925.
² Deposited in General Funds because included in same check with other funds. Later transferred to Publishing Funds.
³ The amount transferred from Publishing Funds to General Funds in 1924 to cover distribution, bookkeeping and general office expense was 25% of sales and subscriptions less the salaries of the file clerk and office boy. Two additional salaries are now paid from Publishing Funds. This budget therefore provides for the transfer of 20% of receipts from sales and subscriptions.
⁴ From January 1 through September 30.
⁵ Second installment of \$3,000 on a grant of \$10,000.
⁶ Includes \$3,200 for Handbook and Proceedings, 1924.
⁷ The conference of 1924 was unusually expensive.
⁸ See new equipment under "A.L.A. Headquarters expense."
⁹ All telephone charges to be covered under the heading below.
¹⁰ The estimated receipts from sales and subscriptions are \$5,718.59 larger than the actual receipts of 1924. This increase seems reasonable in view of the fact that our list is longer than ever before and several new publications are to be issued this year.
¹¹ The arrangement with the Chicago Public Library was terminated December 31. New arrangements are being made which will surely yield \$1,500 annually.
¹² "General Purposes" is the term used in the Carnegie Corporation vote making an appropriation in response to our request for funds for the A.L.A. Catalog, 1926, and the Washburne Project.
¹³ Includes salaries, \$2,382.50.
¹⁴ Includes salary, \$2,040.00.
¹⁵ Part salary of librarian as European representative of the A.L.A.
¹⁶ Includes salary, \$1,500.00.
¹⁷ Includes salary, \$1,560.00.
¹⁸ Includes salary, \$150.00.
¹⁹ Estimate of expenditures, Books for Europe, is in preparation.

Confidential

SALARIES - ALL FUNDS - 1925

<u>No.</u>	<u>Name</u>	<u>Annual Salary</u>	<u>Amount Budgeted</u>
<u>General Funds</u>			
1.	Carl H. Milam	7,500.00	
2.	Sarah C. N. Bogle	6,000.00 (1)	
3.	Eva M. Ford	2,700.00	
4.	Gwendolyn Brigham White	2,100.00	
5.	Norma J. Johnson	1,920.00	
6.	Florence O. Watson	1,500.00	
7.	Augusta Bank	840.00	
8.	Additional Service	300.00	
	Part Salaries 9 to 14	3,790.00	
		<u>26,650.00</u>	
	Less 2/3 Miss Bogle's Salary	<u>4,000.00</u> (1)	22,650.00
9.	M. C. Nielsen	2,700.00	
10.	Dilla Whittemore	2,100.00	
11.	Elizabeth Stebbins	1,200.00	
12.	Betty Saylor	1,200.00	
13.	Margaret Pakenham	1,740.00	
14.	Helen Seymour	2,400.00	
		<u>11,340.00</u> (2)	
<u>Board of Education for Librarianship</u>			
15.	Sarah C. N. Bogle	2,000.00 (1)	
16.	Harriet E. Howe	4,000.00	
17.	Alice L. Jewett	3,000.00	
18.	Hazel B. Timmerman	1,800.00	
19.	Charlotte D. Barr	1,560.00	
20.	Marion Bebb	1,500.00	
21.	Reporting, Extra Service	800.00	
	Part Salaries 9 to 14	1,860.00	
	Total Annual Salaries	<u>16,520.00</u>	
		<u>12,390.00</u>	
	Period Ending Sept. 1925	<u>375.00</u>	12,765.00
	Educational Adviser		
<u>Survey</u>			
22.	C. Seymour Thompson	6,000.00	
23.	Flora Brown	3,000.00	
24.	Margaret Dailéy	1,260.00	
25.	Mary W. Roberts	1,260.00	
26.	Milton Willis	240.00	
27.	Additional Assistants	1,733.33	
	Part Salaries 9 to 14	150.00	
	Total Annual Salaries	<u>13,643.33</u>	
		<u>10,232.50</u>	
	Period Ending Sept. 1925		10,232.50

No.	Name	Annual Salary	Amount Budgeted
<u>Study of Library & Adult Educ.</u>			
28.	L. L. Dickerson	5,000.00	
29.	Winnafred Jones	1,620.00	
	Part Salaries of 9 to 14	1,180.00	
	Total Annual Salaries	<u>7,800.00</u>	
	Period Ending Sept. 1925	5,850.00	
	Educational Adviser	<u>500.00</u>	6,350.00
<u>Union List of Periodicals</u>			
30.	Salaries	3,981.60(3)	3,981.60
<u>Publishing Fund - Regular</u>			
31.	Zaidie Vosper	2,700.00	
32.	Dorothy Wilcox	1,560.00	
33.	Isabel Bowen	1,700.00	
34.	Frances Lippman	1,600.00	
35.	Jessie Van Cleve	2,400.00	
36.	Everett O. Fontaine	3,000.00	
37.	Gwendolyn Bailey	1,140.00	
38.	Margaret Schlessler	1,140.00	
39.	Karl Peters	840.00	
40.	Additional Service	300.00	
	Part Salaries 9 to 14	1,920.00	
	Total Annual Salaries	<u>18,300.00</u>	18,300.00
<u>Editor & Proof Reader</u>			
41.	Emily Van Dorn Miller	4,000.00	
42.	Katherine Arnett	1,730.00	
	Part Salary of 9 to 14	270.00	
	Total Annual Salaries	<u>6,000.00</u>	
	Period Ending Sept. 1925	4,500.00	
	Additional Service	<u>38.77</u>	4,538.77
<u>A. L. A. Catalog 1926</u>			
43.	Isabel M. Cooper	3,600.00	
44.	Rose C. Magsamen	1,800.00	
45.	Additional Service	1,480.00	
	Part Salary of 9 to 14	120.00	
	Total Annual Salaries	<u>7,000.00</u>	7,000.00
<u>Washburne Project</u>			
46.	Research Worker 9 Mos.	1,600.00	
47.	Clerical Assistants 9 Mos.	2,175.00	
	Total Salaries 9 Mos.	<u>3,775.00</u>	3,775.00

No.	Name	Annual Salary	Amount Budgeted
<u>Reading Courses</u>			
48.	Helen Burling	2,100.00	
	Part Salary of 9 to 14	410.00	
	Total Annual Salaries	<u>2,510.00</u>	
	Period Ending Sept. 1925	1,882.50	
	Educational Adviser	<u>500.00</u>	2,382.50
<u>Preparation of Textbooks</u>			
49.	Authors	10,800.00	
50.	Clerical Assistants	625.00	
	Part Salaries 9 to 14 - 9 Mos.	375.00	
	Total Salaries 9 Mos.	<u>11,800.00</u>	
	Educational Adviser	<u>750.00</u>	12,550.00
<u>War Funds - Hospitals</u>			
51.	Mrs. Helen W. Grannis	2,040.00	2,040.00
<u>War Funds Amer. Library in Paris</u>			
52.	W. Dawson Johnston	1,000.00	1,000.00
<u>War Funds - Miscellaneous</u>			
53.	Jeannette Kern	1,500.00	1,500.00
<u>War Funds Men in Institutions</u>			
54.	Vesta Shipley	1,560.00	1,560.00
<u>Books for Everybody Fund</u>			
	Part Salary of 9 to 14	150.00	150.00
<u>Books for Europe Fund</u>			
	Part Salary of 9 to 14	150.00(4)	150.00 (4)
<u>Paris Library School Fund</u>			
55.	Sarah C. N. Bogle	2,000.00(1)	
	Part Salary of 9 to 14	840.00	
		<u>2,840.00(5)</u>	2,840.00 (5)

Notes on Salaries Budget - 1925

1. One-third from General, 1/3 from Bd. of Educ. and 1/3 from Paris Library School.
2. Distributed to several funds.
3. For checking the holdings of Washington libraries - under supervision of the Committee.
4. Budget in preparation by Committee.
5. Budget approved in September, 1924, is effective through May, 1925.

American Library Association

Executive Offices of the Association
86 East Randolph Street
Chicago

March 28, 1925

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

My dear Mr. Milam:

The Special Committee on the Budget of the American Library in Paris has examined and approved the budget as submitted by the Librarian of that Library.

The Committee further recommends that one half of the annual grant of the Carnegie Corporation for the current year be transferred to the account of the Library at this time.

Yours very truly

/s/ C. B. RODEN,
Chairman.

/s/ SARAH C. N. BOGLE
/s/ EDWARD D. TWEDELL

fow

American Library Association

Executive Offices of the Association
86 East Randolph Street
Chicago

With a letter of March 11th W. Dawson Johnston
submits the attached Budget for the American Library
in Paris for 1925. It has been approved by the Board
of Trustees of the American Library in Paris.

CARL H. MILAM,

Secretary.

chm
gw

March 25, 1925.

January 6, 1925.

TO THE BOARD OF TRUSTEES:

In making my budget recommendation for the year 1925 I have assumed that the Trustees desire to maintain as high standards of service during the coming year as were possible during the year which is past, and that its confidence in the ability of the American Committee to secure the small sum needed to make our income equal to our expenditure would warrant its approval of the recommendations I have made.

I shall, however, as I did last year, ask you to make the budget effective for six months only, in the hope that the American Committee may be able to secure enough additional funds to warrant a complete revision of the budget during the latter half of the year.

If it prove impossible for the Committee and friends of the Library to secure the general funds needed to maintain the present standards of service, I shall, during the next six months, recommend consideration of the reorganization of the Library.

The special funds needed to maintain the present standards of service in the Department of International Affairs are sufficient for the year, but unless those received from the American Committee for Devastated France for the French Department can be secured before that time I shall recommend that that special service be discontinued until funds needed to carry it on can be secured.

In regard to Ex Libris, I shall make a similar recommendation, that unless a special fund can be secured to provide for its publication without drawing upon the general funds of the Library, its publication be suspended at the end of the second volume, in July.

In the accompanying estimates of expenditure, I have indicated only what is needed to maintain the present standards of library service. At the next meeting of the Board I shall recommend certain improvements in the organization of the Library and its resources involving additional expenditures, in the hope that you will present them to the American Committee and to the A. L. A. for consideration and action.

(Signed) W. Dawson Johnston

Librarian.

AMERICAN LIBRARY IN PARIS, INC.,

BUDGET ESTIMATES, 1925.

I N C O M E.

	1923	1924	1925
	Frs. 35,307.29	38,489.73	35,000.-
Interest			
Donations:			
Laura Spelman Rockefeller Memorial.	85,150.- (a)	72,000.- (b)	
Carnegie Corporation	—	135,000.- (c)	135,000.- (c)
Comité Américain pour les Reg. Dev. for Salary for French Asst.	26,000.-	—	—
Divers Cash gifts for books and current expenses.	15,944.50	19,816.74	20,000.-
Contributions	56,020.-	21,160.-	20,000.-
Life Members	12,000.-	12,000.-	15,000.-
Annual Members:			
Initiation Fees	7,800.-	4,100.-	5,000.-
Dues	26,300.-	28,400.-	26,000.-
Subscribers	93,928.55	114,014.95	120,000.-
Reserve Fund	34,506.72	24,365.72	90,025.-
	<u>392,956.86</u>	<u>469,347.14</u>	<u>474,025.-</u>
Donations:			
Special Donations for Dept. of International Affairs:			
Emerson Fund	15,487.-	71,619.55	36,000.-
Laura Spelman Rockefeller Memorial	—	136,114.66 (d)	67,530.90
		<u>207,734.21</u>	<u>103,530.90</u>

(a) \$5,000 converted at actual rate of exchange.

(b) \$4,000 figured at 18 francs to the dollar.

(c) \$7,500 " " " " " " "

(d) \$7,500 " " " " " " "

EXPENDITURES.

	<u>1923</u>	<u>1924</u>	<u>1925</u>
Salaries:			
Library Staff	Frs. 216,263.63	265,348.45	298,325.-
Building Staff	22,924.05	27,487.50	32,400.-
Books:			
Books	678.55	9,563.30	10,000.-
Periodicals	6,085.25	4,608.50	5,000.-
Binding	6,246.75	11,368.50	6,000.-
Carriage and Customs	408.20	591.25	600.-
Rent	18,355.90	50,449.60	50,500.-
Taxes	10,980.64	14,659.45	15,000.-
Heat	9,971.55	11,913.90	12,000.-
Light	2,884.80	7,820.80	8,000.-
Insurance	2,139.20	17.50	1,100.-
Posts, Telegrams and Telephones	7,311.46	7,493.70	7,500.-
Water	830.35	580.85	600.-
Stationery and Printing	7,171.80	7,593.50	7,500.-
Repairs and Alterations	—	3,736.35	6,000.-
Furniture and Fixtures	—	7,520.60	4,500.-
Miscellaneous	6,758.42	8,710.60	9,000.-
	<u>319,010.55</u>	<u>439,464.35</u>	<u>474,025.-</u>
Department of International Affairs	12,440.35	143,594.15	103,530.90

SALARIES.

	<u>Month.</u>	<u>Year.</u>
Librarian \$3,000.-per. year @ 18		54,000.-
Secretary (Rice)	1,800.-	21,600.-
Bookkeeper (Dyas)	1,200.-	14,400.-
Messenger (Kossatkine)	700.-	8,400.-
Ex Libris. (Mr. Crenshaw.)	2,250.-	27,000.-
<u>ACCESSIONS DEPARTMENT.</u>		
Chief Cataloger (Winchell)	1,800.-	21,600.-
Asst. " (Hansen)	1,500.-	18,000.-
Clerk (Dollfus)	600.-	7,200.-
" (Bailey)	600.-	7,200.-
<u>READERS' SERVICE.</u>		
Chief (Lathrop)	2,000.-	24,000.-
Asst. (D. Nissen)	1,600.-	19,200.-
" (E. Sexton)	1,000.-	12,000.-
<u>LOAN DESK.</u>		
Asst. (Bain)	1,400.-	16,800.-
" (B. Nissen)	1,000.-	12,000.-
Page (Ferté)	500.-	6,000.-
<u>FRENCH DEPT.</u>		
Asst. (De Leca Colonna)	1,000.-	12,000.-
		<hr/>
		281,400.-
Temporary or part time assistants		
Duproix		6,125.-
Mitchenko	600.-	7,200.-
Griffen	300.-	3,600.-
		<hr/>
		298,325.-

BOOKS FOR EUROPE FUND BUDGET, 1925.

Estimated Income

Balance, Jan. 1, 1925 L.S.R.M.	\$ 289.79	
Laura Spelman Rockefeller Memorial	10,000.00	
Interest from Bank	50.00	
Balance, Jan. 1, 1925, C.E.I.P.	2,029.68	
Carnegie Endowment for International Peace	<u>2,500.00</u>	
		\$14,869.47

To be spent from Carnegie Endowment for International Peace	\$ 4,529.68
To be spent from Laura Spelman Rockefeller Memorial	<u>10,339.79</u>
	<u>\$14,869.47</u>

Estimated Expenditures

Carnegie Endowment for International Peace Money

Books and periodicals on public law, including international law	\$ 4,155.23
Administration	374.45
	<u>\$ 4,529.68</u>

Laura Spelman Rockefeller Memorial Money

France	\$ 4,375.00	
Italy	1,850.00	
Belgium	200.00	
Germany	125.00	
Austria	100.00	
Czechoslovakia	300.00	
Hungary	100.00	
Poland	500.00	
Baltic States	1,300.00	
Roumania	100.00	
Jugoslavia	100.00	
Bulgaria	100.00	
Greece	100.00	
Russia	400.00	
Administration	<u>689.79</u>	
		<u>\$10,339.79</u>
		\$14,869.47

March 14, 1925.

To the Committee appointed to consider needs, methods and means of disseminating information about special projects of the A. L. A.

I submit the following report and recommendations:

We find ourselves in agreement with the five recommendations in your Chairman's Tentative Report.

Miss Seymour presents the following statement:

The needs and Possibilities
of Publicity for the Special Projects

The rapid development of A. L. A. affairs is indicated by the fact that such major A. L. A. activities as the work of the Adult Education Commission, the Board of Education for Librarianship, the new publishing projects, the Paris Library School, the organized sending of books to European libraries, have developed within about two years - were either not imagined, or existed only in tentative form at the time of the Detroit Conference. The Survey has long been contemplated, but the possibility and process of completing it rapidly are new. It is evident that the lasting value of these enterprises will depend somewhat upon the degree to which they contrive to enlist the interest, understanding, and support of the average librarian for whose benefit they have been undertaken. Publicity, therefore, is not merely desirable, but necessary.

The easiest time to inform the library profession, and where advisable, educational people and the general public, about the A.L.A. special projects, is while the things are being done and constitute news. Final reports and publications will mean little if they relate to affairs concerning which people were not informed while those affairs were in active process.

The A. L. A. Bulletin and the library periodicals and bulletins are of course the most important channels for news about the special projects. These periodicals have published a good deal of such news, although the A. L. A. Bulletin with its limited space has had to confine itself to the briefest reports. (In the news numbers of the Bulletin for the past year, March 1924 - January 1925 inclusive, about 30 out of 160 pages were devoted to the special projects.) Discussion by Mr. Compton's committee at the Mid-Winter meeting indicated that the representatives present were themselves in some cases ignorant or even misinformed about projects with which they were not immediately connected. Inquiries published in the library periodicals and others received at Headquarters reinforce this fact with regard to the A. L. A. membership generally.

A person with publicity experience, with time allotted for the purpose, and in constant touch with the directors of the special projects, could gather and distribute news more usefully and effectively for all concerned than has been possible without a centralized service.

Adult Education offers many opportunities for useful publicity. Librarians and trustees are eager for information and suggestions. Other educators, and a not inconsiderable portion of the general public are asking what libraries are expecting to do. Glenn Frank of the Century Magazine expressed keen interest when Mr. Dickerson and Mr. Milam called upon him last fall in New York. So did several other editors. The editor of the Journal of Locomotive Engineers has asked more than once during the past three years for an article about libraries - a request which there has been no opportunity to meet. Here are news channels ready to circulate our material whenever we can supply it, - the sooner the better.

Education

The Adult Commission and the Board of Education as a direct result of published statements have already received outside inquiries and comments of value to the planning and carrying out of their work.

The new A. L. A. Catalog, what it is, how it serves the small library, what the problem of bookbuying involves, the task of preparing the Catalog, why it is an appropriate memorial for the A. L. A. 50th Anniversary, how it will aid libraries, etc., could be developed into news articles which would be of value in library and educational magazines and would enhance the success of the catalog project. Interest aroused now will prepare the way for a large distribution when the Catalog is ready.

The Board of Education for Librarianship offers opportunity for worth while news stories in regard to its meetings, what has been and is being done, visits to library schools, the present problem of standardizing library training compared with similar efforts in other professions, -e.g., medicine, dentistry, law, engineering, social work, teaching - how far the present output of library schools meets the growing demand, etc. Librarians are keenly interested. Open meetings of the Board attract overflow gatherings, and the staff members are besieged with the question, "What is the Board going to do?" That other professions are interested is indicated by the use made of the brief news notes already sent out, for example, to the educational periodicals. An example of a useful article on library training is that by Mr. Compton on, "Librarianship a New Profession," which appeared in the Open Road, and which has proven its educational and recruiting value many times over. A recent article on library work as a profession, entitled, "When I Was A Girl," by Alice Mary Kimball, which appeared in the American Girl, the organ of the Girl Scouts (November 1924), has brought many inquiries about library training facilities. Articles of this sort describing different types of library work, work with children, rural work, hospital service, school and college library work, written in such a way as to appeal to intelligent boys and girls and tying up with the work of the Board of Education, would help to disseminate the findings of the Board besides promoting one of its objectives - the attraction of promising candidates to the library profession.

The circulation of certain facts in regard to the Survey, now that answers are coming in on the questionnaire, would help to sustain the interest of co-operating libraries, and might encourage the co-operation of some now too little interested to do their part. Such publicity would also tend to give the report more prominence and attention when it is ready.

Comments indicate a general misunderstanding or lack of understanding of the Books for Europe project. Many American librarians and people generally do not know that European libraries are still so impoverished and so handicapped by exchange rates that they are unable to buy American books and journals; and that they continue to be almost wholly cut off from American thought and American scientific progress, except as they are being aided by gifts from America. To give librarians and others the facts about this emergency and the means being undertaken to meet it is at once a need and a duty.

A centralized information service in behalf of the special projects should not engage in any general library propaganda, nor in publicity for its own sake, but should limit itself strictly to the distribution of news about things actually being done and the reasons therefor, (1 - and especially) to the library profession; (2) to the educational field; (3) to the general public.

It has so far been possible at A. L. A. Headquarters merely to distribute - somewhat inadequately - what material has been sent in, and the brief reports and news stories solicited for release in connection with the Mid-Winter meetings. Even that service has used up a very considerable portion of the time of Miss Seymour, her stenographer, and the office mimeograph operator.

News and material for special stories should be solicited regularly, once a month or oftener. The directors and executive assistants or chairmen should be interviewed personally wherever practicable, and matters should be discussed and sifted for news angles and possibilities. The person in charge of publicity should find out in advance about any meetings, addresses, or other events likely to produce news.

News for general release would be prepared at Headquarters, mimeographed and distributed to one, some, or all of the following groups: library periodicals, including commission bulletins and local library bulletins, educational magazines, general magazines, trade journals, newspapers, news writers, radio stations. Special articles should be secured and placed in professional and other journals.

There would probably be little time for the writing of special magazine stories for magazine publicity. Time could best be spent in getting into touch with magazine editors and free-lance writers and providing them with interesting "leads" and with raw material to work up in their own way. Miss Humble's offer of aid should be accepted.

In general the plan will be to concentrate on the library and educational field, going further only when a definite objective is in view.

A satisfactory budget for the work outlined above would include:

For April 1 - September 30 (6 months).

An editorial and proofreading assistant who would relieve Miss Seymour of about half of her present work, and who would herself give about half time to the special projects @ \$160. - \$ 960.

An additional clerical assistant @ \$135. - \$ 810.

Equipment, supplies, postage,
mimeographing, etc. 230.
\$2000.

The above budget indicates what we think we ought to spend. But in view of the fact that the budgets for the special activities are already adopted and should be changed as little as possible; and in view of the further fact that your Chairman has suggested a \$2,000 maximum for the first year,

We recommend the following budget:

For April 1 - September 30 (6 months)

General assistant for proofreading and editorial work (including typing if possible) @ \$160. - \$ 960.

The cost to be distributed as follows:

Board of Education for Librarianship	\$180
Survey	120
Study of Libraries and Adult Education	120
A. L. A. Catalog, 1926	120
Reading Courses	120
Textbooks	120
Books for Europe	60
Paris Library School	120
	<u>\$960</u>

The budget items in the several funds from which we recommend the amounts indicated be drawn, are as follows:

Board of Education	- Salaries, reporting & extra service
Survey	- No recommendation
Study of Libraries and Adult Education	- Stationery & supplies
A. L. A. Catalog, 1926	- Salaries--additional service
Reading courses	- Editorial supervision
Textbooks	- Salaries--clerical assistance
Books for Europe	- Administration
Paris Library School	- Contingent

If the employment of such an assistant is authorized by the several Boards and Committees, and by the Executive Board, the assistant will work under Miss Seymour's supervision. She and Miss Seymour together will give approximately half of their time to the special projects. An effort will be made to keep accurate records of accomplishment for the guidance of all of us in the future

Respectfully submitted,

February 28, 1925

/s/ CARL H. MILAM

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

EXHIBIT F.

Library

Washington, D. C.

31 December 1924.

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

Dear Mr. Milam:

I am now able to inform you in regard to the award of the Eunice Rockwood Oberly Memorial Prize. The prize will be awarded to Mr. Max Meisel, formerly of the Science Division of the New York Public Library, for the first volume of his extensive bibliography on American Natural History, a description of which is enclosed.

I shall be very glad if you can make this announcement at the A.L.A. meeting and give it such publicity as is feasible. I am not personally acquainted with Mr. Meisel and do not have any bibliographical data in regard to him. Possibly you may know him. If not, I presume that you could find out about him from Mr. Wm. W. Bishop or Mr. E. D. Tweedell, both of whom, I believe, know him personally. In the preface to the bibliography, Mr. Meisel states that in partially completed form it was submitted as a graduation requirement in June, 1916, to the New York State Library School.

As you may not have at hand the pamphlet in regard to the Oberly prize, I am enclosing one for your convenience.

With best wishes for the New Year, I am,

Sincerely yours,

/s/ CLARIBEL R. BARNETT

Chairman of the Committee.

crb/s

EXHIBIT G.

PARIS LIBRARY SCHOOL

Budget

June 1, 1925 to May 31, 1926

Estimated
1925-1926

	<u>Dollars</u>	<u>Francs</u>
<u>RECEIPTS</u>		
Estimated Balance, May 31, 1925	12,763.63	166,361.55
Tuition		5,500.00
Interest	225.00	3,000.00
Scholarships	550.00	
Total	<u>13,538.63</u>	<u>174,861.55</u>
Dollar Equivalent		23,530.70
<u>EXPENDITURES</u>		
Salaries	11,600.00	92,700.00
Supplies		4,800.00
Postage	50.00	5,000.00
Travel	2,500.00	5,000.00
Equipment		4,000.00
Rent and cleaning		30,000.00
Sundries		2,000.00
Scholarship	550.00	
Contingent	345.00	5,000.00
Total	<u>15,045.00</u>	<u>148,500.00</u>
Dollar Equivalent		<u>23,530.70</u>

PARIS LIBRARY SCHOOL

Salaries

June 1, 1925 to May 31, 1926

	<u>Dollars</u>
Director	\$ 2,000.00
Resident Director : 12 months @ \$300	3,600.00
Chief Instructor: 12 months @ \$275	3,300.00
Secretary: 12 months @ \$150.	1,800.00
Extra help (Treasurer)	<u>900.00</u>
	\$11,600.00

	<u>Francs</u>
Consulting Director: 12 months @ 1,600 frs.	19,200.00
Book Instructor: 12 months @ 1,500 frs.	18,000.00
Instructor, work with children and schools: 12 months @ 1,350 frs.	16,200.00
Stenographer: 12 months @ 1,250 frs	15,000.00
General Assistant: 12 months @ 900 frs.	10,800.00
Typist: 12 months @ 725 frs.	8,700.00
Lectures	3,000.00
Extra Help	<u>1,800.00</u>
	92,700.00 frs.

Salary distribution revised by Miss Bogle and Miss Parsons

SALARIES

PARIS LIBRARY SCHOOL FUND

July 1, 1924 - May 31, 1925

	<u>Dollars</u>
Director	2,000.00
Resident Director: 12 months at \$ 275.00	3,300.00
Chief Instructor, summer school	700.00
" " winter school: 9 months at \$ 250.00	2,250.00
General Instructor, summer school	200.00
Special assistant, summer school	175.00
Lectures, American	20.00
Extra help	<u>991.66</u>
	<u>\$ 9,636.66</u>

	<u>Francs</u>
Consulting Director: 8 months at 1600 frs.	12,800.00
Book Instructor: 8 months at 1500 frs.	12,000.00
Instructor work with children and Schools: 11 months at 1350 frs.	14,850.00
Registrar: 9 months at 1400 frs.	12,600.00
Secretary: 3 months at 1200 frs. - 3,600 9 months at 1300 " -11,700	15,300.00
Stenographer: 9 months at 1200 frs.	10,800.00
Lectures, French, summer school 3,600 4,100	<u>7,700.00</u>
	<u>86,050.00</u>

PARIS LIBRARY SCHOOL

Budget July 1, 1924 to June 1, 1925

Receipts and Expenditures to March 1, and Estimated for March, April and May 1925

Receipts	Budget	Estimated		Total to June 1, 1925
		Total to Mar. 1, 1925	Apr. & May	
Cash Balance July 1, 1924	\$ 25,280.25	\$ —	\$ —	\$ 25,280.25
Interest	575.00	533.31	—	533.31
Scholarship	750.00	569.38	—	569.38
Total Receipts Dollar Account	\$ 26,605.25	1,102.69		\$ 26,382.94
	Francs	Francs		Francs
Cash Balance July 1, 1924	305,610.20			305,610.20
Interest	6,050.00	6,204.05	—	6,204.05
Scholarship	900.00	11,223.50	—	11,223.50
Student Loan	3,000.00	3,000.00	—	3,000.00
Tuition	4,375.00	5,813.00	—	5,813.00
Book Sales	—	156.00	—	156.00
Mary P. Parsons	—	4,712.50	—	4,712.50
Total Receipts Franc Acct. Frs.	319,935.20	31,109.05		336,719.25

Expenditures	Budget	Estimated		Total to June 1, 1925
		Total to Mar. 1, 1925	Apr. & May	
Salaries	\$ 9,470.00	\$ 6,686.13	\$ 2,783.87	\$ 9,470.00
Supplies	150.00	293.51	—	293.51
Postage	125.00	38.45	12.00	50.45
Travel	2,600.00	1,658.62	900.00	2,558.62
Equipment	200.00	55.85	—	55.85
Scholarship	—	649.88	—	649.88
Contingent	513.00	—	374.34	374.34
Extra Service	166.66	—	166.66	166.66
Total Expenditures Dollar Acct.	\$ 13,224.66	\$ 9,382.44	\$ 4,236.87	\$ 13,619.31

Expenditures	Budget	Estimated		Total to June 1, 1925
		Total to Mar. 1, 1925	Apr. & May	
Salaries	Francs 86,050.00	Francs 60,690.00	Francs 25,360.00	Francs 86,050.00
Supplies	7,300.00	7,385.75	500.00	7,885.75
Postage	3,779.00	3,054.25	724.75	3,779.00
Travel	4,000.00	2,999.80	1,000.20	4,000.00
Equipment	19,500.00	21,054.20	—	21,054.20
Rent and cleaning	35,146.00	27,749.20	7,396.80	35,146.00
Sundries	2,000.00	—	500.00	500.00
Scholarship	900.00	9,700.00	—	9,700.00
Books	—	132.75	—	132.75
Extra help	—	2,110.00	—	2,110.00
Total Expenditure Franc Acct.	158,675.00	134,875.95	35,481.75	170,357.70

Estimated Dollar Balance June 1, 1925		\$ 12,763.63
Franc Balance " 1, "		Fr. 166,361.55
Dollar Equivalent " 1, "		<u>22,270.00</u>
Cash Balance March 31, 1925	\$ 17,000.50	Fr. -
Three Mos. Expense (Est.)	4,236.87	35,481.75
Balance June 1, 1925	<u>\$ 12,763.63</u>	<u>166,361.55</u>
Dollar Equivalent		\$ 22,270.00

Secretary's Letter to Executive Board, June 13, 1925.

Approval of Minutes of the Meetings held December 30 and 31, 1924, and January 2, 1925. Copies of these minutes were submitted to the Board in January. As the result of suggestions from Mr. Wyer and correspondence with the President I recommend that we omit the following sentence from page 4 of the minutes for the December 30 meeting:

"The Committee was also asked to make a recommendation concerning a further communication which will put the Board on record as having some doubts as to whether the present librarian is 100% satisfactory."

And that we add the following sentence at the end of the minutes, page 1, of the meeting held on the morning of December 31:

"It was the sense of the meeting that the President of the Association at his discretion should write to Dr. Johnston, making it clear to him that it was the sense of the Board that if a new nomination had been in order the Board would scarcely have chosen him, at least for more than the coming year, in view of the criticisms implied or stated by some of the members of the Paris trustees and by others."

It is proposed that the following sentence be added immediately after the vote on page 1 of the minutes of the meeting held January 2:

"The sentiment of the Board seemed rather against a meeting unless the business of the Association requires it."

EXHIBIT I.

June 13, 1925

To the Executive Board:

After consultation with the Secretary, the Chairman of the Finance Committee, the Disbursing Officer and advice of our auditors, Mr. R. E. Dooley, disbursing officer, made the following changes in our accounting methods:

Banks and Checks. All funds controlled by the treasurer, except War Funds and the Building Fund, have been deposited to the credit of the American Library Association and can be withdrawn only upon the signature of two persons designated by the Treasurer. The persons in addition to the Treasurer authorized to sign are Mr. Milam, Miss Ford and Mr. Dooley. Heretofore all money has been deposited to the credit of a specific fund and the separation of cash belonging to a given fund and the distribution of charges against a fund have been accomplished through the device of separate bank accounts. Charges and credits to the various funds are now a matter of accounting rather than banking.

The War Funds were not changed as the Chicago Trust Co. is acting as assistant treasurer and it was also thought best to keep this fund intact. The Building Fund is in a savings account.

The counter-signature on checks is an added guarantee of accuracy and safety. Checks are made in triplicate, the original being the check proper, the duplicate being the voucher from which charges are distributed and the third copy is the index.

Payrolls. We are now following accepted accounting procedure in the matter of payrolls. A cover check, payable to a Payroll Account and giving the distribution of charges to the various funds, is made for the entire payroll. Separate payroll checks are then drawn against this account, signed by the disbursing officer.

Purchase Orders. Purchase orders (in duplicate) are used for all purchases except those covered by contract or other special agreement, such as obligations for rent, telephone service, salaries. The duplicate is attached to the invoice when received and constitutes authorization for the charge.

Budget Records. We have set up subsidiary ledgers in the form of a budget book. This record ties with the general ledger control accounts, operating income, operating expenditure and gives the following information at the close of any month:

- Income for any month (in detail)
- Income to date, by item and by fund
- Expenditures for any month (in detail)
- Expenditures to date, by item and by fund
- Balance in appropriation for any item or fund
- Balance of expected income still to be realized
- Cash balance in the fund

To the Executive Board - 2.

I am glad to say the present methods are working out to the satisfaction of all concerned.

According to our old constitution it was necessary to have the Chairman of the Finance Committee approve all expenditures. This has become rather an onerous task and is only formal. The present constitution does not require such approval. In view of these facts and because there seems to be sufficient check on all bills I suggest that the approval of the Chairman of the Finance Committee be dispensed with.

I am presenting resolutions (G-1 and G-2) asking the Board's approval of the changes in accounting methods, the designation of depositories and the removal of the requirement of the approval of all bills by the Chairman of the Finance Committee.

Of our depositories the National Bank of the Republic will be represented by George Woodruff, the Union Trust Company is represented by Harry A. Wheeler. The Endowment Funds are with the First Trust and Savings Bank, affiliated with the First National Bank and represented in the Trustees by Melvin A. Traylor,

The Peoples Trust and Savings Bank, where the payroll account is located, has been chosen primarily for convenience as it is only one block from the A. L. A. offices.

Yours very truly,

/s/ EDWARD D. TWEDELL

Treasurer

edt
mp

EXHIBIT J.

June 27, 1925.

Dr. F. P. Keppel
Carnegie Corporation of New York
522 Fifth Avenue
New York, N.Y.

My dear Dr. Keppel:

I am submitting herewith a request for funds for the work of the American Library Association for the year beginning October 1, 1925. The budget and the notes have been approved by the Executive Board of the A.L.A. without dissenting vote.

Please let us know if there are any questions concerning the enclosed statement or any further facts wanted about the work which the Association has done during the last year.

Yours very truly,

/s/ CARL H. MILAM
Secretary.

chm
gw

AMERICAN LIBRARY ASSOCIATION
Chicago, Illinois

A.L.A. NEEDS FOR 1925-1926

The following budget has been prepared on the basis of figures submitted by the several Boards, Commissions, Committees and Officers charged with carrying out the work of the Association in the fields indicated. I believe this is a conservative statement of actual needs and that every dollar, if appropriated, will be wisely spent:

	<u>1925-26</u>
Board of Education for Librarianship	\$ 30,500.00
Commission on the Library and Adult Education	12,000.00
The Survey	20,000.00
Reading Courses	9,000.00
Editor and Proofreader	7,500.00
Textbooks	10,000.00
Summer Institute	6,000.00
Library extension, preliminary study	6,000.00
A.L.A. Headquarters	19,500.00
Educational adviser	3,000.00
Contingent	3,000.00
Charters' Curriculum Study.	<u>19,000.00</u>
	\$145,500.00

Additional for Adult Education

Commission on the Library and Adult Education	<u>12,500.00</u>
	\$158,000.00

Notes on the Budget

Board of Education for Librarianship. This is \$4,400 more than is available this year. The proposed increase is needed because of the unexpectedly large amount of clerical work necessary in compiling and tabulating information, meeting requests for facts about education for librarianship, etc. A considerable amount of clerical work for the Board of Education for Librarianship has been carried this year by A.L.A. General Funds.

The traveling expenses will be large again next year. While the schools will not be visited by the Board as a whole they should be visited once or twice during the year by a representative of the Board; and visits should be made by Board representatives to training classes, teachers' colleges offering education for school librarians and other similar agencies. We believe the Board's needs will continue to be large until the whole field of education for librarianship has been studied.

Study of the Library and Adult Education. The study, begun last summer, gives promise of yielding concrete and practical results by the summer or autumn of 1926. Material is being collected by correspondence and personal conference. Provisional suggestions and recommendations are being widely distributed in printed or mimeographed form to all libraries in the United States and Canada and to individuals interested in adult education, for criticism. A very lively and widespread interest has been aroused. Inquiries, expressions of interest and offers of co-operation are coming from educators, social workers, the American Federation of Labor and dozens of other national groups and organizations, as well as from librarians and library trustees.

Already the bulletins issued have helped to crystallize sentiment for three important library activities:

1. The Readers Advisory Service - to provide personal guidance in reading - prepare reading courses for individual readers or students not enrolled in classes or for correspondence study.
2. Co-operation with other adult education enterprises - to the end that books needed may be made easily available to students and teachers, and with a view to establishing life-long connections between the student and the library.
3. An Information Service which will be prepared to give to any adult inquirer specific information as to opportunities for class work and correspondence study in any subject.

According to present plans the final report will be made up largely of concrete suggestions to libraries of various kinds with enough discussion of what is being done to show how the conclusions have been reached. It may include, among others, chapters on

The Adult Education Work of the Large and Medium Sized Public Library - embodying definite working plans under the three headings given above, and perhaps others.

The Adult Education Work of the Small Public Library - explaining how the same things can be done as in a large library, but perhaps with different methods.

The Adult Education Work of Business and Industrial Libraries - adapting the various suggestions to their special needs.

The College Library and Adult Education - covering methods of teaching reading habits, alumni reading courses, general honors courses, etc.

and Library

The Work of the State Library Commission in Adult Education - including a discussion of the functions of the state central lending library which supplements book collections in small places - co-operation with other adult education agencies of the state - compilation and distribution of information about adult education opportunities in the state, etc.

Reading Courses - their preparation and use.

Special consideration is being given to the Library and its relation to University Extension, Correspondence Courses and Workers' Education

The Commission which is making the study has been seriously handicapped this year for lack of adequate funds. The field is large; its opportunities for usefulness very great. It needs additional workers who can assemble and digest quantities of facts which are obtainable and which have a direct bearing on possible recommendations. It needs funds for travel in order that representatives of the Commission may visit libraries and study their adult education work and in order that the representatives of the Commission may also visit other adult education enterprises and the meetings of the representatives of adult education agencies. There is need also for money for the printing of more provisional statements in order that the advice of the whole Association and of persons outside the Association may be made available to the Commission through comment and criticism. The amount suggested makes reasonable provision for these needs.

The increase requested for next year is included as a separate item at the bottom of the list with the thought that the appropriation may come from the Carnegie Corporation's adult education funds rather than from its library funds.

The Survey. The office of The Survey in St. Louis is receiving hundreds of reports from libraries and is finding the tabulating of the information a stupendous task. The sum suggested allows \$19,280.00 for the salaries and miscellaneous expenses (as against \$15,000.00 this year) and \$720.00 as part cost of the publication of the report. It is assumed that most of the cost of printing the report can be covered by sales.

Reading Courses for Adults and for Older Boys and Girls Out of School. Our project in this field may prove to be one of the most important we have undertaken. It involves the preparation of short reading courses with an introduction to the subject, by specialists.

Edwin E. Slosson, who is preparing a course on the Physical Sciences, wrote: "This is a great project and I shall be proud to be connected with it...I am willing to set aside more profitable - I should say less profitable but more remunerative - work in favor of this."

Professor Leon C. Marshall of the University of Chicago wrote in response to our request that he prepare a course on Economics: "I am really very much interested in the matter ... and I have decided to carry out my part of the project."

Similar expressions of interest and belief in the merit of the schemes have been received from the other authors, who are as follows:

1. Biology Vernon Kellogg
2. English literature W. N. C. Carlton
3. Ten pivotal figures of history Ambrose W. Vernon
4. Some readings in American books Dallas Loro Sharp
5. Economics Leon C. Marshall
6. General survey Jesse Lee Bennett
7. Appreciation of music Daniel Gregory Mason
8. Sociology and social problems Howard W. Odum
9. The physical sciences E. E. Slosson
10. Conflicting ideas in American Government William Allen White and
Walter E. Myer
11. Psychology Everett Dean Martin
12. Philosophy Alexander Meiklejohn

The first two courses have been printed. The others will be issued one a month.

Joseph Fort Newton was asked to do a course on Religion in Everyday Life. He wrote: "I think no end of good can be done in the way you suggest, and it hurts me not to be able to accept such an opportunity." (He may yet decide to do it if we give him more time.)

Editor and Proofreader. An increase of \$1,500.00 is proposed in order that an additional assistant may be provided who will serve as stenographer and general assistant to the Editor of Publications. The Editor at present is handicapped because it has been impossible from available funds to relieve her from clerical work. Increased activities in many fields means increased work in the publishing department.

Textbooks. The request is for a continuation of the same grant made this year - \$5,000.00 each for (the preparation of) two textbooks.

Summer Institute. This is a new proposal. We should like to conduct in the summer of 1926 on the campus of some acceptable university an institute for instructors in library schools, training classes and other institutions which give courses for librarians and library assistants. We have in mind an institute which will last perhaps six weeks; which will offer a few lectures and leave much time free for informal conferences under competent leaders. The objects would be: (1), to improve the character of teaching in the various agencies; (2), to discover people who have real teaching ability.

Library Extension, Preliminary Study. On the basis of figures compiled by the U.S. Bureau of Education several years ago the statement is frequently made that 50%-60% of the people of the United States are beyond the reach of libraries. To assemble available information which would verify or qualify that statement and to discover and suggest what should be done by the A.L.A. and affiliated organizations to assist in the establishment of libraries for the communities which are now without them would be the purpose of this preliminary study in the field of library extension. A Committee has been appointed to make this study. It consists of

C. B. Lester, Secretary Wisconsin Free Library Commission,
Madison, Wisconsin, Chairman
M. J. Ferguson, Librarian State Library, Sacramento, Calif.
W. H. Kerr, Librarian Kellogg Library, Kansas State Teachers
College, Emporia
Paul M. Paine, Librarian Public Library, Syracuse, N. Y.
Mary U. Rothrock, Librarian Lawson McGhee Library, Knoxville,
Tennessee.

It will not be able to make satisfactory progress unless funds can be provided for an executive assistant and for some traveling expenses. What we are proposing however, is only a preliminary study, for the most part from available but unassembled sources. A complete study would involve an expenditure of many thousands of dollars.

A.L.A. Headquarters. Every available space for a desk is now occupied in the Headquarters Office in The John Crerar Library Building. A few hundred square feet of additional space in this building may be available next year and will be very much needed.

Educational Adviser. From several funds we are paying over \$2,000.00 this year to Dr. William F. Russell of Teachers College, Columbia, for his services as educational adviser. This is shown as a separate item in the budget for next year because we wish to consider Dr. Russell as the educational adviser not only to the Board of Education and the Adult Education Commission but to the American Library Association and the Editorial Committee.

Contingent Fund. Our experience during the past year indicates the need for a contingent fund which can be drawn upon by the Executive Board and Secretary to meet unexpected opportunities or necessities.

Charters' Curriculum Study. The problem of the courses of study for library schools, summer sessions and training classes is pressing for solution and an entirely satisfactory answer can be obtained only by a scientific study which will show what knowledge is necessary to the performance of the work of each position in a library. The proposed study by Dr. W. W. Charters under the Board of Education for Librarianship is to aid in solving this curriculum problem. The information gathered will be valuable also to library administrators.

The above items total \$158,000.00. We hope this sum may be appropriated to the American Library Association for the year beginning October 1, 1925, to be used approximately as indicated in this statement.

By authority of the Executive Board.

(Signed) CARL H. MILAM

Secretary.

June 27, 1925.

AMERICAN LIBRARY ASSOCIATION
86 East Randolph Street
Chicago, Illinois

June 23, 1925

To the Executive Board:

The Paris Library School was organized and planned for a two-year period. The first year closed May 31, 1925. Present funds will be exhausted May 31, 1926.

From the beginning the School has been a success.

The School has received official recognition from

1. The Association of French Librarians. (Exhibit A¹)
2. The Comité Français de la Bibliothèque Moderne.
(See letter of M. Firmin Roz sent you May 19, 1925.)
3. The École des Chartes, through its stated intention to cooperate by offering special courses to American library students registering in the Paris Library School. (Memorandum Exhibit B¹)
4. The Bibliothèque Nationale, through the request of its Administrateur Général, M. Roland Marcel, that all French students be assigned practice work in the Bibliothèque Nationale. (See circular of the School, p. 11, sent you June 13, 1925.)
5. Pope Pius XI. (A very significant thing in Europe.)
(Exhibit C¹)
6. The American Library in Paris, with which the School works in close collaboration.

The approval of the Office Nationale des Universités et Écoles françaises is shown through the many courtesies extended to the School by its director, M. Petit Dutailis, and the active participation in all school matters by the associate director, M. Firmin Roz.

June 23, 1925

To the Executive Board - 2.

The first question to be considered is

SHALL THE SCHOOL BE CONTINUED?

The action of the Association of French Librarians requesting that the A. L. A. continue the Library School because of its great value is sufficient evidence of French professional opinion.

The letter of the Comité Français de la Bibliothèque Moderne to the same end is evidence of the opinion of some of the most important people in public life, in social work, in educational activities, and in general affairs of France.

Applications for admission to the course of 1924-25, came from eighteen countries. In addition to the regular Summer course in 1924, an evening course was given in response to an overwhelming demand and a formal request from the Comité Français. In each course there has been a capacity enrollment.

The placement of practically all students is convincing of library needs, and of the growing appreciation of trained people. A letter from Switzerland states: "Your School is already well known and has high standing. . . the Swiss librarians are anxious to have trained people."

As library affairs in Europe are in a transition state, and as America "leads in library methods" it is not remarkable that a School established in accordance with the best American practice should meet with almost instant success and recognition. Nor is it strange that the School has been forced almost unconsciously to act as a clearing house for information on library matters. Visitors from many countries come for information and advice. No other agency in Europe is prepared to do what the Paris Library School is doing.

A prominent Frenchman in America says in a recent personal letter: "I am convinced that there is a crying need in France for a library school, run and managed according to American methods." This sentiment has been expressed many times by others.

Mrs. Dike has written me: "The School is forging ahead. . . It really is most satisfactory and I am sure you will be very happy with the situation when you come. You must feel very proud of the success of the School. It is attracting a great deal of attention in important and influential quarters."

These facts and the others presented in the preceding paragraphs of this letter seem to me to justify the conclusion that the School should be continued.

The next question is

SHALL IT BE TURNED OVER TO FRENCH AUTHORITIES?

It is perfectly natural to say that if France wants a library school she should assume responsibility for it. That is not feasible for several reasons:

June 23, 1925

To the Executive Board - 3

There is no French teaching institution ready to receive it.

The constant changes in ministries in France would imperil its existence.

As a French institution it would lack the freedom that it now has to lead library thought.

The best French advice on this subject is unanimous that the School should not be absorbed by a French institution.

It should not become French. Its scope is cosmopolitan. Started for France it has become international in its service.

Every course has had its complete quota of foreign students, who have in practically all instances returned to positions in the country from which they came. Upon suggestion of the French members of the Faculty this quota has been enlarged to meet the demand and because it is believed that even so French library purposes are well served.

A third question is

SHALL IT BE CONTINUED UNDER AMERICAN DIRECTION?

The growth and success of the School under American direction, the requests of the organizations most closely concerned that it be continued as organized, and the necessity of avoiding the loss incident to change in administration at this time all lend weight to an affirmative answer.

As the School is international, America, the leader in library development and education for librarianship, is obviously the country to direct the first school on the Continent to give technical library training to an international group of students wherever it may be located.

Mrs. Dike and Miss Morgan, officers of the Comité giving the grant for the two years' support of the School, approve its international development under American direction.

What the Library School can give to Europe is not our first concern. Through Europe's receptivity to American library methods a way is opening to make available to American students and to others the contents of European libraries and the opportunity to share in European culture.

Future opportunities for an international school now seem almost unlimited. New openings constantly occur and all of these are important in relation to education for librarianship as it is developing in America.

As the School develops, possibilities for the exchange with America of library school students and instructors would result.

June 23, 1925

to the Executive Board - 4

Even now the School offers an excellent opportunity for American library school students to specialize in subjects more favorably studied in Europe than in America, and if permanency is assured graduates of our library schools may register in the Paris School for advanced courses offered by institutions such as the École des Chartes, or for advanced work in art, languages, bibliography, etc., or for research work in designated libraries. The numerous scholarships and fellowships now available contribute to such a program.

If the School is continued under American direction, shall it be

by
transfer to the American Library in Paris?

When the American Library in Paris carries out its plan to reorganize and expand under the leadership of a director adequately equipped for the task, it is possible the School might logically fall under the same direction. At present this is utterly impossible. It is out of the question for the library in its weak state to assume such responsibility. A transfer at this time would be detrimental both to the School and to the library. This fact is too well known to you for me to dwell upon it. The School now carries work to which the Library is unequal, although that work is logically part of the function of the Library.

Or shall it be by

Continuance under the Direction of the A. L. A.?

It would seem obvious that the American Library Association cannot continue indefinitely to conduct a library school in Europe. The Association, however, should not cease its responsibility toward a school it has founded, which according to abundant evidence is meeting a distinct need, until the school is afforded proper protection, or until it is firmly established on a permanent basis.

It seems to me that it was something of an honor when the Committee for Work in Devastated France asked the A. L. A. to accept the gift of \$50,000 to found a library school. The officers of the Committee, non-professional women, looked to the professional organization to make their action effective for the advancement of librarianship. I believe that the Association will be fulfilling its professional obligation most successfully by continuing for the present to carry the responsibility of the School.

In my opinion the School would not so rapidly have taken the place it now holds had it been started without the direction of the A. L. A. Until the School is a little older, this direction should be continued.

June 23, 1925

To the Executive Board - 5.

A recent visit to the several foundations in New York granting scholarships and fellowships showed that a real interest in library study exists. The Secretary of one of the most important foundations assured us that a recommendation from the Board of Education for Librarianship that a fellowship be granted to an individual would be presented to his Board with his endorsement. Everywhere the Paris School received flattering attention.

Miss Morgan some time since asked the American Committee of the American Library in Paris to assume the responsibility for refinancing the School at the current annual figure (\$25,000). This responsibility was recently acknowledged by Mr. Babcock, Chairman of the Committee, and other members.

Mr. Babcock is now in Europe studying for the Carnegie Endowment for International Peace the relation and the possible correlation of the American activities in Paris, i. e., The American University Union, the American Library, the Paris Library School, the Carnegie Endowment, etc.

It is recommended that if funds are made available the School be continued under its present direction for a period not to exceed three years, unless within that time a satisfactory transfer of responsibility can be made. It is also recommended that the Secretary and Assistant Secretary be authorized to follow possible openings to secure funds for the School.

It is not as an altruistic scheme that the School should continue, but as a contributor to the development of a profession which in its interest and service is unlimited by geographical boundaries.

Yours very truly,

scnb
fow

Assistant Secretary

P. S. No report on the School would be complete without mention of the whole-hearted, enthusiastic service given by every member of the Faculty. I cannot help speaking particularly of what has been accomplished by Miss Parsons in spite of many difficulties, and of the signal success of Miss Margaret Mann's work, - unique anywhere, but strikingly so in a foreign land.

s.c.n.b.

Note: Although no definite reference is made in the letter of June 23, 1925, to Exhibits D¹ and E¹, they are included here as a part of Exhibit E because they have a direct bearing upon statements therein set forth and were distributed to the Executive Board in that connection.

15 pages)
page 8

Paris, le 25 Mai, 1925

Gabriel Henriot Président de l'Association des Bibliothécaires, Français,
Conservateur de la Bibliothèque d' Art et d' Industrie Forney, - Professeur-
Directeur de Cours à l'Ecole de Bibliothécaires de Paris

à Mr. Carl H. Milam, Secrétaire
American Library Association
Chicago, Illinois

Monsieur le Secrétaire:

Au moment où, avec le cours normal, se termine la deuxième année d'enseignement de l'Ecole de Bibliothécaires de Paris, fondée sous vos auspices, je suis heureux, tant en mon nom personnel qu'en celui de mes confrères, les bibliothécaires français, d' adresser à l'American Library Association, nos sentiments reconnaissants et nos encouragements pour l'avenir de votre oeuvre.

Malgré les difficultés de tous ordres, l'Ecole de Bibliothécaires de Paris a su réaliser dès ses débuts, un enseignement d'une haute portée, apprécié de tous ceux qui s'intéressent au développement des bibliothèques publiques.

Les relations quotidiennes entre le corps enseignant et les élèves, ont contribué pour beaucoup à donner une unité matérielle et morale à un enseignement qui groupait des candidats, très différents par l'âge, par le caractère, par l'éducation, par l'instruction et par les origines sociales, religieuses et nationales.

En ce qui concerne spécialement la Faculté, une étroite collaboration entre les professeurs américains et leurs collègues français, a produit les plus heureux résultats et élargi l'horizon de chacun, en permettant de confronter des méthodes diverses et d'en tirer des suggestions pratiques pour un enseignement appelé à se développer, de plus en plus, dans le sens international.

Professeurs et élèves, en cette fin d'année scolaire, constituent une véritable famille dont les membres sont animés d'un même esprit de propagande, pour une cause également chère à tous.

D'autre part, en me choisissant pour succéder, come président de l'Association des Bibliothécaires français, à mon éminent confrère et ami, Monsieur Ernest Coyecque, Inspecteur général honoraire des Bibliothèques de Paris et du Département de la Seine, Directeur-Consultant de l'Ecole de Bibliothécaires de Paris, arrivé au terme de son mandat, nos collègues français ont manifesté tant à ce point de vue qu'à tous ceux qui concernent nos devoirs et nos droits professionnels, leur désir de voir se continuer une politique, dont ils ont, à maintes reprises, approuvé les initiatives et les résultats.

L'organisation de la lecture et de la documentation publiques en France est une oeuvre encore à ses débuts; mais nous n'avons pas lieu d'être inquiets sur sa réalisation, si l'American Library Association continue à nous prodiguer ses encouragements et à faire vivre une Ecole dont on peut dire qu'elle sera une pépinière de bibliothécaires qualifiés, ayant foi dans l'utilité et la grandeur de leur ministère.

C'est par ce voeu que je termine, en vous priant, Monsieur le Secrétaire, de vouloir bien agréer l'assurance de mes sentiments confraternels et les plus dévoués.

Le Président de
L'Association des Bibliothécaires Français:

GABRIEL HENRIOT

MEMORANDUM OF A CONFERENCE WITH M. FIRMIN ROZ
BY MISS PARSONS AND MISS BOGLE, MAY 4, 1925,
AND LATER CONFERENCES

At the request of Monsieur Petit Dutailis, a conference was arranged with Monsieur Firmin Roz regarding a course to be offered to American library students by the École des Chartes.

Monsieur Firmin Roz's original statement was that the director of the École des Chartes had consented to give a course in bibliography "histoire des sciences auxiliares". Monsieur Firmin Roz thought that Monsieur Petit Dutailis' idea was to enroll as large a group of students as possible.

We expressed our pleasure of cooperation with the École des Chartes, and then asked what would be the relation of the course to the Paris Library School. Monsieur Firmin Roz suggested that a proper relation might be maintained by having the students register in the Paris Library School, which would make itself responsible for presenting adequately equipped students. He suggested that the students be registered in the Paris Library School "cours spécial d'enseignement supérieur des bibliothèques".

Monsieur Firmin Roz, deeply interested himself, also reflected the interest of Monsieur Petit Dutailis and Monsieur Champenois. The latter had prepared the way for such an arrangement.

Later a conference was held with Monsieur Petit Dutailis, who was heartily in favor of Monsieur Firmin Roz's suggestions.

* * * * *

On May 30, 1925, Monsieur Prou, director of the École des Chartes, invited Monsieur Petit Dutailis, Miss Parsons and Miss Bogle to a conference. He suggested that the École des Chartes should offer a course to American library students, preferably those having had one year in an American library school, or the Paris Library School. He could offer courses in Paleographie, Bibliographie, Diplomatique, Cartographie, etc., etc., and wanted to know what we would like to have. The question was too far-reaching to be decided off-hand, and it seemed impossible to secure an enrollment to work out a scheme which could be made effective.

We therefore suggested the possibility by the opening of the school year in October 1925, of securing a fellowship for a Frenchman, a graduate of the Ecole des Chartes and a librarian in function, to come to America to study education for librarianship, and for a graduate of an American library school, having had satisfactory library experience to come to Europe and study particularly in France, possibilities for advanced work in librarianship; theses to be presented by each, and these two individuals to cooperate with the Joint Committee of the Faculty of the Paris Library School and the École des Chartes in outlining possible courses in advanced work for special students registered in the Paris Library School. This was eminently satisfactory and the matter was left in that way.

CONSERVATION DES BIBLIOTHEQUES ET ARCHIVES ECCLESIASTIQUES

La Sainteté le Pape Pie XI n'a pas oublié, sur le trône pontifical, qu'il a été Préfet de la Bibliothèque ambrosienne et de la Bibliothèque vaticane.

Dès le 15 avril 1923, la Secrétairerie d'Etat du Saint-Siège, visiblement inspirée par Pie XI, adressait à tous les évêques d'Italie des instructions très précises pour "assurer la conservation des Bibliothèques, Archives et Musées ecclésiastiques (1)". A la fin de 1923, Son Eminence le Cardinal Archevêque de Paris, fondait une Commission de liturgie, d'art et de chant sacré. Le 26 janvier 1924, Son Eminence adressait encore à son clergé un avis officiel "sur la conservation des objets du culte".

A Rome, une école d'archivistes-bibliothécaires ecclésiastiques a été organisée immédiatement, auprès des archives secrètes du Saint-Siège et avec le concours des conservateurs de la Bibliothèque vaticane.

A défaut d'une organisation similaire et pour donner une première formation, Son Eminence le Cardinal Archevêque de Paris a demandé à l'Ecole des Bibliothécaires, 10, rue de l'Elysée, Paris, 8^e, de vouloir bien admettre, comme auditeurs bénévoles, à un cours bref qui commencera le 2 juin pour finir le 11 juillet, les bibliothécaires des collèges et institutions libres, des communautés religieuses, des conférences catholiques d'étudiants, des cercles d'études, des paroisses, etc.

Le programme a été étudié de façon à répondre, dans un laps de temps très court, aux exigences diverses des auditeurs-qui suivront ce cours. Ceux qui auraient déjà, de par leur situation, acquis une connaissance de la bibliothèque en général, trouveront l'occasion d'examiner, avec les professeurs, les problèmes qui se posent, tous les jours, dans leurs bibliothèques et dans leur travail professionnel; ils pourront ainsi se former une conception plus large de tout ce qui peut être fait dans une bibliothèque et pour son développement et pour le bien du public.

Outre ce cours très abrégé, l'Ecole donnera pendant l'année scolaire 1925-1926 un cours plus développé (2). (Communiqué.)

(1) Ces instructions ont été traduites de l'Italien et publiées in extenso dans la Documentation catholique, no, 262 du 1er nov. 1924, - La Bibliothèque de l'Ecole des Chartes en a donné de longs extraits dans son dernier fascicule.

(2) Pour tous les renseignements, on devra s'adresser à la Directrice-adjointe de l'Ecole, 10, rue de l'Elysée, Paris, 8^e.

The following letter was received too late to be included as an exhibit in the original report on the Paris Library School, June 23, 1925, presented by Miss Bogle

DIRECTION DE LA BIBLIOTHÈQUE NATIONALE

Paris, le 3 Juillet, 1925

Monsieur le Secrétaire,

Miss Bogle m'avait prié, lors de son dernier voyage en France, de vous donner mon avis sur l'Ecole de bibliothécaires établie grâce au concours généreux de votre Association et aux efforts accomplis à l'American Library, au Palais de l'Elysée.

J'ai, cependant, voulu attendre, pour vous écrire, la fin du cours normal et le stage des élèves que l'Ecole nous confie.

Ayant suivi, dès sa fondation, cette oeuvre si nouvelle en France, je suis convaincu de l'utilité comme de l'importance d'un tel enseignement, un enseignement que nous n'aurions guère pu réaliser, sans l'appui de votre Association, durant une période d'économies budgétaires générales.

Votre Ecole ne manquera pas d'avoir une sérieuse influence sur le développement des sections modernes de nos bibliothèques: elle a déjà réalisé une grande partie des espoirs que nous avons mis en elle.

Mais, pour ne considérer que la Bibliothèque Nationale, ouverte par moi, avec une autorisation ministérielle, à vos élèves, en vue de leur assurer un centre de travaux pratiques, j'ai déjà obtenu de sérieux avantages.

C'est grâce aux élèves de votre Ecole que le retard de plus de 8 mois de la Bibliographie de la France, retard qui avait pour cause le manque de personnel pendant la guerre, a pu être comblé depuis Juin, et les 3.500 fiches qui ont servi d'exercice pratique aux élèves du cours normal ont enfin remis à jour cette publication essentielle.

Après un stage satisfaisant, j'ai offert une situation de bibliothécaire auxiliaire à une élève du cours d'été. D'autre part, deux stagiaires, qui ont terminé les études du cours normal, travaillent actuellement dans nos services; elles nous apportent un précieux concours et j'espère que l'une d'elles, dès qu'elle aura obtenu sa vacance le rendra possible, sera nommée bibliothécaire dans le cadre de notre personnel.

Je me suis entendu avec Miss Parsons pour que les élèves du cours de la saison prochaine soient admises d'une façon tout à fait régulière à participer à nos travaux. Nos collections leur offrent, en effet, des conditions d'étude qu'elles ne trouveraient point ailleurs et leur collaboration nous est, d'autre part, extrêmement profitable.

Vous pouvez être assuré, Monsieur le Secrétaire, de l'utilité pour la France de l'oeuvre que vos concitoyens ont entreprise en fondant l'Ecole de bibliothécaires et je suis heureux de vous en exprimer ma reconnaissance comme de vous en apporter le témoignage.

Agréé, Monsieur le Secrétaire, je vous prie, l'assurance de ma haute considération et de mes meilleurs sentiments.

L'Administrateur général:

/s/ ROLAND MARCEL

Monsieur Carl H. Milam, Secretary,

18 March 1925.

Mrs. Murray Dike, Presidente
Société des Amis de Blérancourt,
15, Boulevard Lannes,
Paris.

My dear Mrs. Dike,

You were so kind as to ask us to send news of the Library school for members of the Amis de Blérancourt and it is with the greatest pleasure that we are doing so.

Members of the association would be interested if they could be in Paris now to see the recent development of the work they have done so much to help.

The Paris Library school (Ecole de Bibliothécaires), the Comité Français de la Bibliothèque Moderne and the American Library in Paris, are all working in close cooperation at 10 rue de l'Elysée, which is becoming a center of modern library development in France.

The School, begun in 1923 as a small training class particularly for librarians of the Aisne, has developed into a school preparing librarians, not only for France but for America and for other countries. While the course is primarily intended for France, it was deemed advisable to accept a limited number of students from the seventeen other countries from which requests for admission have come.

The School is organized with a faculty that is Franco-American. The director is Miss Sarah C. N. Bogle, Assistant Secretary of the American Library Association, Secretary of the Board of Education for Librarianship of the American Library Association, and the resident director is Miss Mary P. Parsons, a graduate of Smith College and of the New York State Library School of Albany. Monsieur Ernest Coyecque, inspecteur honoraire des bibliothèques de la ville de Paris et du département de la Seine and at present Président of the Association des Bibliothécaires Français is Consulting-Director of the School. Miss Margaret Mann, First Vice-President of the American Library Association, cataloguer at the Engineering Societies Library of New York is professor of technical courses and chief instructor. Book courses, which include the history of book making and a practical study of the selection and use of books for libraries, for bibliographical work and for research, are taught by Monsieur Gabriel Henriot, conservateur de la bibliothèque Forney, ancien président des Anciens Elèves de l'Ecole des Chartes, Monsieur Eugène Morel, bibliothécaire à la Bibliothèque Nationale and Monsieur Firmin Roz, directeur-adjoint de l'Office National des Universités et Ecoles françaises à l'étranger. The administration course is taught by the directors of the School.

18 March 1925

Madame de Mouricaud and Mademoiselle Famin, students of the first summer library course in Paris, who studied for a year in America at Pratt Institute School of Library Science and at the Carnegie Library School, Pittsburgh, returned to France as members of the faculty. Madame de Mouricaud is registrar of the School; she helps also with revision in the catalogue course and gives some lessons on order work in the administration course. Mademoiselle Famin, who specialized at Pittsburgh, teaches library work with children and with schools.

The School has been fortunate in receiving a number of scholarships; the Overseas librarians have given two and a third one was given by Mr. Luther Dickerson, through the League of Overseas Librarians. Two of these scholarships were used, one in 1923 and one in 1924, to help librarians from the Aisne to come for the summer course. The third has been awarded to a winter school student presenting high educational qualifications, who has had experience in library work. The scholarship given by the War Service Board of the Smith College Alumnae Association for a summer school student was awarded to an assistant in a University library. A large scholarship given for the winter school by the Indiana Library Association and the Indiana Library Trustees Association was awarded to a graduate of the Ecole des Chartes who is adding modern library technique to his three years of thorough training in the bibliography of history, manuscripts, archives, etc. The two Indiana Associations have offered to give another large scholarship for the school year 1925-1926. The alumni of several American library schools have contributed toward an international scholarship.

Forty-six students received certificates for satisfactory work in the 1924 summer course: twenty-three of these for the day course and twenty-three for the evening course. The day course included the librarian from Vic sur Aisne, the librarian of the Institut des Etudes Slaves, the librarian of the municipal library in Périgueux, an assistant in the library of the school of Oriental languages, the librarian of the small suburban town of Pavillons-sous-Bois who was sent by the mayor; the librarian of Saint-Ouen who was also sent by the municipality and the librarian of a social settlement.

The evening course included among others seven librarians, a professor at the College Sevigne, a publisher, three social workers and six students from a school of social service who were sent by their school.

The winter course includes the librarian of the municipal library at Montluçon, who was sent for eight months by the municipality with his salary continued during this time. Moulins, a municipality near Montluçon, has recently appointed an assistant librarian and has sent him to the School. Four of the 1924 summer school class are following the winter course.

The five students who came from other countries to take the winter course, had done library work before they entered. They represent Belgium, Norway, Russia and Palestine. The director of the Turkish University library at

18 March 1925

Constantinople is following all the courses as an auditeur libre. One of the foreign students in the summer course was a Roumanian journalist who came to learn library methods in order to write articles about libraries in her own country and in France. Two large libraries, one in Palestine and one in Italy, have asked the School to train a staff member next year.

Admission to the 1925-1926 course will be by a concours. University degrees and previous library experience will be among the determining factors in the choice of candidates for the concours. Next year an official stage of 180 hours at the Bibliothèque Nationale, under the direction of the Administrateur-Général, will form a regular part of the course and will be required of every French student.

The School is fortunate in having the cooperation of the Comité Français de la Bibliothèque Moderne whose officers are: Monsieur André Chevrillon, président honoraire, Monsieur Firmin Roz, président, Monsieur Eugène Morel, vice président, Monsieur Ernest Coyecque, secretary, Mrs. Murray Dike, treasurer. Members of the Council include the officers and also Miss Sarah C. N. Bogle, assistant secretary of the American Library Association, director of the Paris Library School, Miss Mary P. Parsons, resident director of the Paris Library School, Monsieur Pol Neveux, Inspecteur général des bibliothèques, Monsieur Roland Marcel, administrateur de la Bibliothèque Nationale, Monsieur Cantinelli, directeur de la bibliothèque de la Chambre des Députés, Monsieur Gabriel Henriot, conservateur de la bibliothèque Forney, Monsieur Henri Lemaître, rédacteur en chef de la Revue des Bibliothèques.

The aim of the Comité, as given in the statutes, is:

"L'Association dite, 'Comité Français de la Bibliothèque Moderne fondée en 1922', a pour but de continuer, en ce que concerne les bibliothèques publiques, l'oeuvre du 'Comité Américain pour les Régions Dévastées de la France'; - de contrôler, par délégation de ce Comité, le fonctionnement des bibliothèques qu'il a fondées dans l'Aisne et à Paris-Belleville; - de s'efforcer de toutes manières de faire connaître les méthodes et principes appliqués dans ces bibliothèques et de multiplier, autant que possible, la création d'établissements similaires; - de poursuivre une organisation moderne, technique et pratique des bibliothèques françaises en général; - de favoriser la formation professionnelle de bibliothécaires et d'assistants."

The Commission on Extension of this Committee consists of Monsieur Henri Lemaître, rédacteur en chef de la Revue des Bibliothèques, Monsieur Eugène Morel et Miss Mary P. Parsons. This commission has regular meetings with the Aisne librarians and it answers the requests for information about modern methods that are constantly coming to the Comité and to the School from all over France. It has also prepared a plan which the Council has approved for the development of libraries in France by a French library extension worker. The Comité plans to

Mrs. Murray Dike,

4.

EXHIBIT E¹ to EXHIBIT E
(in 13 pages)
page 13

18 March 1925

send a French University man to the United States for observation of library extension work and for training at New York State Library School at Albany which has offered free tuition.

This plan will be carried out as soon as the Comité can secure funds for the expenses of the boursier and for a salary to be paid upon his return to France.

The Comité's prize for the best French books for children published between the 1st January 1924 and the 1st November 1925 is stimulating interest in the production of good children's books which are so much needed in France. Interest in this subject is also constantly shown by use that is being made of the collection of English and American children's books at the School. These books were chosen as a representative collection by the Children's Librarians Section of the American Library Association and presented to the School. A French collection, based upon lists prepared by Mademoiselle Famin, has been started by gifts from a number of publishers of French children's books.

The School, which is the culmination of Miss Carson's brilliant work, seems to have opened at the opportune moment. We bespeak the continued interest of members of the Société des Amis de Blerancourt in its work, we invite their suggestions and we rely on them to help make the School known in America. We hope that when they come to Paris they will visit the School which they have done so much to help. The inspiration of the work of the Comité Américain pour les Régions Dévastées de la France is always before us in our work.

Very sincerely yours,

/s/

MARY P. PARSONS

Resident Director, Paris Library School

/s/

SARAH C. N. BOGLE
Director, Paris Library School

EXHIBIT L.

COSSITT LIBRARY

Memphis, Tenn.

Thursday
April 30, 1925.

Mr. Carl H. Milam, Secretary,
American Library Association,
86 E. Randolph St.,
Chicago, Ill.

My dear Milam:

Miss Rothrock has written me of her conversation with you, Mr. Lester, and Mr. Ferguson regarding a suggestion for a Survey of Library Conditions in Tennessee. As Chairman of a Committee on a Survey appointed at our recent Library Association Meeting, I formally request of the A.L.A. that the Association conduct this Survey looking to the adoption of a State Program for Library Development. You know my direct interest in library affairs in Tennessee is recent, but regardless of that fact I see unlimited possibilities for the development of library work here and in my opinion the Association can render a service of unlimited value by giving us a Survey. Miss Rothrock advises that she is resigning from the A.L.A. Committee on Library Extension, and I am now asking her to serve on our own State Committee. A possible third member being Miss Baker of the University of Tennessee.

Such a Survey made by the A.L.A. will bear great weight in the adoption of a definite Program for Library Development in this state, and I know the library workers will appreciate having the weight of your influence in support of our request for this Survey.

Yours very truly,

/s/ J. CUNNINGHAM

Librarian.

JC:ED

EXHIBIT M.

CARNEGIE CORPORATION
of New York
522 Fifth Avenue, New York

Office of the President

October 5, 1925

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

Dear Mr. Milam:

I am glad to inform you that at a meeting of the Trustees of the Corporation, held this morning, the following resolutions were adopted:

1. Resolved, That the sum of \$133,500.00 be, and it hereby is, appropriated to the American Library Association for the support of its general activities for the fiscal year 1925-26, payable by the Treasurer on requisition by the President in equal quarterly payments, commencing October 1, 1925.
2. Resolved, That the sum of \$24,500.00 be, and it hereby is, appropriated to the American Library Association to meet the expenses of a study of the relation between the public library and Adult Education.

With best wishes,

Sincerely yours

(signed) F. P. Keppel

K/s

P.S. - We are putting through an authorization for half of the second grant at this time. The balance we'll arrange to pay at the time of the last two quarterly payments of the main grant.

EXHIBIT N.

page 1

BUDGETS * 1926

Carnegie Corporation Funds.

COMMISSION ON THE LIBRARY AND ADULT EDUCATION
PROPOSED BUDGET 1925-26

Receipts

Cash Balance, October 1, 1925	\$	339.98
Carnegie Corporation of New York,		24,500.00
Total		<u>\$24,839.98</u>

Expenditures

Auditing	\$	50.00	
Invited Specialists		500.00	
Postage, telephone, telegraph		500.00	
Printing		4,000.00	
Salaries		13,800.00 *	
Furniture and equipment		75.00	
Stationery and Supplies		325.00	
Travel		5,089.98	
Miscellaneous		25.00	
Contingent		475.00	
Total			<u>\$24,839.98</u>

* Salaries

Executive Assistant	\$	5,000.00
Assistant		3,000.00
Secretary		1,620.00
Stenographer		1,500.00
Departmental Regular		<u>\$11,120.00</u>
Departmental Extra Service		300.00
General Office		2,180.00
General Office Extra		200.00
		<u><u>\$13,800.00</u></u>

American Library Association
BOARD OF EDUCATION FOR LIBRARIANSHIP

BUDGET
OCTOBER 1, 1925 TO SEPTEMBER 30, 1926

Receipts

Cash Balance, October 1, 1925.	\$ 1,334.65
Carnegie Corporation of New York	<u>30,500.00</u>
	\$31,834.65

Expenditures

Auditing	\$ 60.00	
Books and Periodicals.	150.00	
Postage, Telephone, Telegraph.	450.00	
Printing	700.00	
Salaries	21,480.00 *	
Furniture and equipment.	500.00	
Stationery and Supplies.	300.00	
Travel.	6,000.00**	
Sundries	75.00	
Scholarship.	300.00	
Contingent	<u>1,819.65</u>	
		<u>\$31,834.65</u>

*Salaries

Secretary.	\$ 2,000.00	
Executive Assistant.	4,000.00	
General Assistant.	3,000.00	
Assistant.	1,980.00	
Stenographer	1,680.00	
Stenographer	1,600.00	
Stenographer	1,500.00	
Assistant.	<u>1,980.00</u>	
Departmental Regular.	\$17,740.00	
Departmental Extra Service.	860.00	
General Office.	2,680.00	
General Office Extra Service.	<u>200.00</u>	
Total Salaries	<u>\$21,480.00</u>	

**Travel to include

Visits by accrediting agent to library schools
 Visits to training classes
 Meetings of Board
 Attendance of executive staff members at educational meetings, etc.
 \$300 for travel by Mr. Milam or members of the Executive Board on Board of Education business.

CHARTERS' CURRICULUM STUDY
PROPOSED BUDGET, 1925-1926

Receipts

Carnegie Corporation of New York \$19,000.00

Disbursements

Equipment	\$ 700.00	
Postage, telephone, telegraph	1,300.00	
Research Bureau, University of Chicago	4,000.00	
Salaries	10,400.00 *	
Travel	2,600.00	
Total		<u>\$19,000.00</u>

*Salaries

Executive Assistant	\$ 4,000.00
Assistant	2,100.00
Stenographer	1,500.00
Stenographer	1,500.00
Departmental Regular	<u>\$ 9,100.00</u>
Departmental Extra Services	1,000.00
General Office	300.00
Total	<u>\$10,400.00</u>

EDUCATIONAL ADVISER

Receipts

Carnegie Corporation of New York	\$3,000.00
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Disbursements

Educational Adviser	<u>\$3,000.00</u>
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CONTINGENT

Receipts

Carnegie Corporation of New York	\$3,000.00
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Disbursements

Contingent	<u>\$3,000.00</u>
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EDITOR AND PROOFREADER

PROPOSED BUDGET, 1925 1 1926.

Receipts

Cash Balance, October 1, 1925.	\$.42.56
Carnegie Corporation of New York	7,500.00
Total	<u>\$ 7,542.56</u>

Disbursements

Salaries	\$ 7,500.00*
Miscellaneous	42.56
Total	<u>\$ 7,542.56</u>

*Salaries

Editor	\$ 4,000.00
Proofreader	1,730.00
Stenographer	1,770.00
Departmental Regular	<u>\$ 7,500.00</u>

A. L. A. HEADQUARTERS

PROPOSED BUDGET FOR 1925 - 1926

Receipts

Carnegie Corporation of New York	\$ 19,500.00
Deficit October 1, 1925	102.12
Total	<u>\$ 19,397.88</u>

Disbursements

Rent	\$16,200.00	
Telephone	600.00	
Lighting	500.00	
Building Supplies	200.00	
Miscellaneous	50.00	
Maintenance and repair	200.00	
Equipment	<u>1,647.88</u>	
Total		<u>\$ 19,397.88</u>

NOTES

<u>Originally</u>	Building Supplies	\$ 250.00	
<u>Now</u>	Building Supplies	200.00	Miscellaneous \$ 50.00
<u>Originally</u>	New Equipment	\$ 1,950.00	
<u>Now</u>	Equipment	1,647.88	Deficit \$102.12
			Maintenance and repairs \$200.00

LIBRARY EXTENSION
PROPOSED BUDGET FOR 1925-1926

Receipts

Carnegie Corporation of New York \$ 6,000.00

Disbursements

Postage, telephone, telegraph	\$ 200.00	
Salaries	4,200.00*	
Stationery and Supplies	500.00	
Sundries	100.00	
Travel	1,000.00	
Total		<u>\$ 6,000.00</u>

*Salaries

Executive Assistant	\$2,500.00
Stenographer	1,000.00
Departmental Regular	<u>\$3,500.00</u>
General Office	700.00
	<u>\$4,200.00</u>

READING COURSES
 PROPOSED BUDGET, 1925-1926.

Receipts

Cash Balance, October 1, 1925	\$ 600.00 **
Carnegie Corporation of New York	9,000.00
Total	<u>\$ 9,600.00</u>

Disbursements

Fees to Authors	\$3,000.00
Part Printing Cost	2,000.00
Salaries	3,575.00
Stationery and supplies	300.00
Travel	700.00
Miscellaneous	25.00
Total	<u>\$ 9,600.00</u>

* Salaries

Departmental Regular	\$2,100.00
General Office	1,275.00
General Office, Extra Service	200.00
	<u>\$3,575.00</u>

** Actual cash balance. \$2,955.30 but of this amount only \$600.00 has been retained in READING COURSES, the balance being transferred to PUBLISHING.

SUMMER INSTITUTE
PROPOSED BUDGET FOR 1925-1926.

Receipts

Carnegie Corporation of New York	\$6,000.00
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Disbursements

Postage, telephone, telegraph	\$	100.00
Publicity		100.00
Salaries		5,100.00*
Furniture and Equipment		100.00
Stationery and Supplies		300.00
Miscellaneous		100.00
Contingent		200.00
Total		<u>\$6,000.00</u>

*Salaries

Director	\$	1,000.00
Professor		750.00
Professor		750.00
Associate Professor		600.00
Secretary		250.00
Typist		150.00
Special Lecturers		800.00
Departmental Regular		<u>\$ 4,500.00</u>
General Office		600.00
		<u>\$ 5,100.00</u>

**Stenographer (insert) \$200.00

THE SURVEY

PROPOSED BUDGET, 1925-1926

Receipts

Deficit, October 1, 1925	\$	49.25
Carnegie Corporation of New York		20,000.00
Total		<u>\$19,950.75</u>

Disbursements

Postage, telephone, telegraph	\$	500.00	
Printing		300.00	
Printing report		720.00	
Salaries		16,480.00 *	
Furniture and equipment		100.00	
Stationery and Supplies		200.00	
Travel		1,300.00	
Miscellaneous		250.00	
Contingent		100.75	
			<u>\$19,950.75</u>

*Salaries

Director	\$	6,000.00
Assistant Director		3,000.00
Assistant		2,400.00
Stenographer		1,320.00
Stenographer		1,320.00
Stenographer		1,320.00
Janitor		120.00
Departmental Regular		<u>\$15,480.00</u>
Departmental Extra Service		300.00
General Office		700.00
Total		<u>\$16,480.00</u>

TEXTBOOKS

PROPOSED BUDGET FOR 1925 - 1926

Receipts

Cash Balance, October 1, 1925.	\$12,951.94
Carnegie Corporation of New York	10,000.00
Total	<u>\$22,951.94</u>

Disbursements

Fees to Authors	\$18,000.00	
Mimeographing and typing	295.00	
Postage, telephone, telegraph	100.00	
Salaries	1,605.00 *	
Stationery and supplies	300.00	
Travel	500.00	
Miscellaneous	100.00	
Contingent	2,051.94	
Total	<u>2,051.94</u>	<u>\$22,951.94</u>

* Salaries

General Office	\$ 1,405.00
General Office Extra Service	200.00
	<u>\$ 1,605.00</u>

AMERICAN LIBRARY ASSOCIATION

PARIS LIBRARY SCHOOL

Tentative Annual Budget 1926-27, 1927-28, 1928-29

Based on an estimated enrollment of 30 students

Receipts

Interest	750.00
Tuition	1,000.00*
Grant	37,500.00
	<u>39,250.00</u>

Disbursements

Salaries	\$27,400.00**
Books	1,000.00
Supplies	1,000.00
Postage	500.00
Travel	3,500.00***
Equipment	1,000.00
Rent and cleaning	2,500.00
Miscellaneous	100.00
Resident Director's Contingent	100.00
Contingent Fund =	<u>2,150.00</u>
Total Disbursements	<u>\$39,250.00</u>

* This is estimated on an enrollment of 10 foreign and 20 French students. Because of the source of original funds (collected for France) French students are not charged tuition, foreigners being charged \$100 each

** Salaries:

Director	\$ 2,000.00
Resident Director	4,500.00
Consulting Director	1,000.00
Chief Instructor	3,600.00
Instructor	2,000.00
Instructor	1,900.00
Assistant - General	1,800.00
Reviser and translator	2,000.00
Secretary	1,800.00
Stenographers 2 @ \$1,400	2,800.00
Typists 2 @ \$1,000	2,000.00
Lecturers	400.00
Departmental Regular	<u>\$25,800.00</u>
Extra Services	500.00
General Office	1,100.00
Total Salaries	<u>\$27,400.00</u>

***During the period of development close supervision by the A.L.A. is essential and this necessitates a minimum of two trips to Paris each year and more than ordinary travel to visit other training agencies. The resident director must represent the school at the A.L.A. anniversary conference in 1926. This item also covers expenses for travel in America in the interests of the School.

American Library Association
86 East Randolph Street
Chicago

April 13, 1925

Peoples Trust and Savings Bank of Chicago
Washington and Michigan
Chicago, Illinois

Gentlemen:

In conformity with arrangements made with Mr. Corbett we are opening with your bank an account in the name of "American Library Association - Payroll account." You will honor checks against this account when signed by any one of the following:

Edward D. Tweedell, Treasurer
Carl H. Milam, Secretary
R. E. Dooley, Disbursing Officer
Eva M. Ford, Assistant to the Secretary

Whose signatures are given below:

Treasurer

Secretary

Disbursing Officer

Assistant to the
Secretary

Any changes in this plan will be authorized by the Treasurer, who by the Constitution of the Association is made the custodian of the funds.

Yours very truly,

/s/ EDWARD D. TWEDELL

Treasurer

I hereby certify that the Constitution of the

Peoples Trust and Savings Bank of Chicago - 2

American Library Association, adopted 1924, provides for the annual election by the Association of a Treasurer whose duties are briefly described as follows:

"Sec. 17. Officers. The president, vice presidents, secretary, treasurer and assistant treasurer, shall perform the duties usually pertaining to their respective offices."

(Signed) CARL H. MILAM

Secretary

AMERICAN LIBRARY ASSOCIATION

ENDOWMENT FUNDS

Origin and Purpose

(The attached statement was approved by the Executive Board of the American Library Association at its meeting on October 19, 1925, in Chicago.)

- 1 -

AMERICAN LIBRARY ASSOCIATION

ENDOWMENT FUNDS

Origin and PurposeThe Endowment Fund

Milwaukee
The question of funding a portion of the Association's receipts from life membership fees was considered at the Milwaukee Conference, July 1886. The Finance Committee proposed the following vote for action by the convention: -

"VOTED, That the Finance Committee, in consultation with the Treasurer, invest safely the money received hereafter from the life membership fees of individuals and institutions, and that the income only of that investment shall be used to pay the current expenses of the Association." (A.L.A. Papers and Proceedings 1889: St. Louis Conference: 125-6)

It appears from the record that the matter was dropped in order to present for consideration another series of resolutions.

St. Louis
The Finance Committee presented the following resolutions as a part of its report to the St. Louis Conference, May, 1889: --

"RESOLVED, That the sum of \$500.00, representing twenty of the life memberships of the Association, be invested by the Finance Committee and treasurer in some safe interest-bearing securities".

Another Resolution, on printing and manuscript records, was presented by the Finance Committee. Action was as follows: Mr. Dewey - I move that the resolution be adopted. Voted. The president appointed a committee to make a report on the resolution on records and it does not appear that any action was taken on the resolution concerning life memberships. (A.L.A. Papers and Proceedings 1889: St. Louis Conference: 126)

Fabyan House
"The Finance Committee begs leave to report that, in accordance with the vote of the Association passed at the last meeting (St. Louis, May 9, 1889), \$400.00 of the Association's funds was placed at interest at 4 percent, in the Grand Rapids Savings Bank, August 26, 1889, as a special 'time deposit'" (A.L.A. Papers and Proceedings 1890: Fabyan House Conference: 90)

The following resolutions were adopted at the Eighth Session, General Meeting, Fabyan House Conference, 1890. (See A.L.A. Papers and Proceedings: 1890: Fabyan House Conference: 127)

"RESOLVED, That a permanent standing committee of three be appointed at once, to be called the Endowment Committee, with power to devise and put into execution immediately plans for the raising of an endowment fund only the income of which shall be devoted to the purposes of the A.L.A.

"That custody of the Endowment Fund shall be committed to three trustees to be elected at this meeting; one to hold office for three years, one for two years, and one for one year, and that hereafter one trustee shall be elected at each annual meeting of the Association, to hold office for three years.

"That each trustee, before entering upon the duties of this office, shall qualify therefor by giving a bond in such form, and for such amount and with such sureties as shall be approved by the Executive Committee of the Association."

The President announced as permanent committee: - Pliny T. Sexton, J. M. Glenn, and E. C. Hovey.

Execu- Books for Everybody Budget: The chairman of the Finance Committee presented
tive reports on the status of Books for Everybody Fund.
Board
Apr. 2
1921

"VOTED: That in compliance with the vote of the Executive Board of April 30, 1920, approved by the Association June 3, 1920, the Treasurer be authorized and directed to pay to the trustees of the endowment fund as part of the permanent endowment, the sum of \$20,447.21, this being 50% of the cash received up to March 1st for Books for Everybody Fund."
(For Association approval mentioned above see: A.L.A. Bulletin No.14, page 315-6)

Lake- The Committee on Constitution presented a draft of a proposed constitution
wood containing the following section on endowment funds:
1922

9. Life and Permanent Membership Fees.
All receipts from life and permanent memberships and all gifts for this special purpose, shall constitute an endowment fund which shall be invested and kept forever inviolate. The interest shall be expended as the council may direct. The custody of the endowment fund shall be committed to three trustees, one of whom shall be elected by ballot at each annual meeting of the association, to hold office for three years from the date of his election. No money shall be expended from the endowment fund except on check signed by a majority of the trustees.

(A.L.A. Papers and Proceedings 1892: Lakewood Conference:
58)

The constitutions of 1909 and 1924 made only minor changes in this section, the present constitution reading as follows:

Constitution
1924

Sec. 24. All receipts from life memberships and all gifts for general endowment purposes, shall, subject to conditions attached thereto, constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes, accepted by the Association, shall be kept in separate funds, which shall, except as may be otherwise provided by the donor, be invested and kept inviolate. The interest shall be expended as the Executive Board and the Finance Committee may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the association. All endowment funds shall, subject to conditions legally incident thereto, be in the custody of three trustees, one of whom shall be elected by ballot at each regular meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from any endowment fund shall be invested or expended except on check signed by a majority of the trustees.

(A.L.A. Handbook 1924: page 400)

Carnegie Endowment Fund

This fund, amounting to \$100,000.00 was created in 1902, by a gift from Mr. Carnegie.

(A.L.A. Papers and Proceedings: 1902: Boston and Magnolia Conference: 9)

(A.L.A. Papers and Proceedings 1925: Seattle Conference: 221)

Letter of
J. Billings

New York, March 14, 1902

Dear Mr. Carnegie: -

I would respectfully recommend that you give to the American Library Association the sum of \$100,000.00 to be held by it as a special fund, the income of which is to be applied to the preparation and publication of such reading lists, indexes and other bibliographical and library aids as will be specially useful in the circulating libraries of this country.

In my opinion such a gift will be well and wisely used by the Publication Committee of the Association, and the results will be of great value in promoting the circulation of the best books among the people by the instruction which can thus be given continuously.

The main part of the income would be expended in employing competent persons to prepare the lists, indexes, etc., and to read proofs. The cost of paper and printing will be met by sales to the libraries.

Very respectfully,
John S. Billings,
President,
American Library Association.

Mr. Carnegie's notation on this letter was:

R.A.F. Send 100000 \$ check
for this

A.C.

March 25th

1902

A photographic copy of the above letter with notations is on file at American Library Association Headquarters.

Magnolia
Conference
1922

The following resolutions were submitted by the Council to the Association at the Magnolia Conference, 1902, and it was VOTED, That the report be approved and the resolution adopted.

(A.L.A. Papers and Proceedings 1902: Magnolia Conference: 170-1)

RESOLVED, That Andrew Carnegie's gift of one hundred thousand dollars, offered through the President of the American Library Association, be accepted subject to the conditions of the donor, namely, that it be kept as a special fund, the income of which shall be applied, to the preparation and publication of such reading-lists, indexes and other bibliographical and library aids as would be specially useful in the circulating libraries of this country.

RESOLVED, That the amount thus given be designated as The Carnegie Fund, and be placed in charge of the Trustees of the Endowment Fund, whose treasurer is authorized to receive the gift, on behalf of the Association.

James Lyman Whitney Fund

Chicago, Jan. 1, 1913.

The secretary informed the board that a small bequest had been made to the Association by the late James Lyman Whitney, with the conditions that it be known as the James Lyman Whitney Fund and that only the interest should be expended. Two remittances aggregating \$80.11 had been received. Pending further definite information as to the conditions of the fund and the amount which it would ultimately yield it was VOTED, That the treasurer be instructed to carry on his books as a separate fund the remittances received from time to time.

Chicago, Jan. 2, 1914.

On motion of Dr. Andrews it was VOTED, That it is the opinion of this board that the income of the James Lyman Whitney Fund might properly be used for bibliographical work other than that which can be undertaken with the income of the Carnegie fund and that for the present the Whitney fund be allowed to accumulate.

Detroit, Michigan,
June 26, 1922.

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

Extract from the Will of James Lyman Whitney

Twelfth: All the remainder and residue of my estate I give, devise and bequeath to the New England Trust Company, a corporation duly organized by law and having its usual place of business in Boston, Massachusetts, and its successors and assigns; in trust, nevertheless, and to the uses following, to-wit, the principal fund to be managed, invested and reinvested according to the best judgment and discretion of said trustee, and the net income arising therefrom to be paid semi-annually as follows, namely: Seven hundred dollars a year to be paid to the Trustee of the Public Library of the City of Boston, to be expended on bibliographical work for the benefit of the library. I have left a memorandum with this will in which I make certain recommendations for the application of this money. This memorandum is intended, however, only as a suggestion, and I leave it entirely to the discretion of said Trustees to expend said seven hundred dollars per year in such bibliographical work as to them shall seem to be for the best interests of the library. Two hundred dollars a year to be paid to my cousin Miss Margaret Dwight Whitney, late of Peterborough, New Hampshire, during the term of her natural life.

- 7 -

Of the remainder of the income of said trust fund I direct that four tenths be added to the principal of said fund, and thatfour tenths of said one tenth to be divided equally among the following beneficiaries, namely: The Bostonian Society, now established at the Old State House in Boston to form a James Lyman Whitney Fund, the income only to be expended for the uses of the library of said Society; the town of Concord, Massachusetts, to form a James Lyman Whitney Fund, the income only to be expended for the uses of the Free Public Library of said town; to the town of Goshen, Massachusetts, to form a Clarissa (James) Whitney Fund, the income only to be expended for the uses of the Public Library of Goshen; the American Library Association to form a James Lyman Whitney Fund, the income only to be expended for the purposes of said Association; The American Antiquarian Society of Worcester, Massachusetts, to form a James Lyman Whitney Fund, the income only to be expended for the purposes of said Society; The President and Fellows of Harvard College to form a Maria Whitney and James Lyman Whitney Fund, the income only to be expended for the benefit of the Whitney Library, established by my brother, Professor Josiah D. Whitney, at the Museum of Comparative Zoology in Cambridge, Massachusetts, and the Club of Odd Volumes of Boston, Massachusetts, for the Publication Fund of said Club, the income only to be expended.

Thirteenth: Upon the death of the last survivor of my brothers and of my sisters and of my nephews and nieces, who may be living at the time of my death, I direct that all the trust property then held by my said trustee shall be finally distributed and paid as follows:

One tenth shall be paid in equal portions to the following societies and corporation, namely: The Massachusetts General Hospital, the City Hospital, both located at Boston, Massachusetts Yale College for the benefit of the infirmary at said College, the Colonial Society of Massachusetts, the American Library Association, the Club of Odd Volumes of Boston, the Bostonian Society now at the Old State House in Boston, the town of Concord, Massachusetts, for the benefit of the Free Public Library of said Town, the American Antiquarian Society of Worcester, Massachusetts, and the town of Goshen, Massachusetts, for the benefit of the Public Library of said town; the bequests to the four legatees last above named to be in each case funded and the income only expended for the benefit of the libraries of said legatees, respectively, said funds to be called in each case the James Lyman Whitney Fund except that left to the town of Goshen which shall be known as the Clarissa (James) Whitney Fund in memory of my mother.

Oberly Memorial Fund

Under date of May 12, 1922, Claribel R. Barnett, librarian of the U. S. Department of Agriculture Library, wrote the Secretary of the American Library Association on behalf of the Oberly Memorial Fund Committee, inquiring whether the American Library Association would be in a position to accept jurisdiction of the Oberly Memorial Fund to be known as the Eunice R. Oberly Fund. Further details regarding this request were received in a letter of June 24, 1922, from the Eunice R. Oberly Memorial Committee. The letter of June 24 is incorporated in the Executive Board Minutes as Exhibit B; meeting at Detroit, Michigan, June 26, 1922.

The Finance Committee of the American Library Association, Carl B. Roden, Chairman, in a letter dated November 11, 1922, to the Executive Board, submitted the following recommendations:

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

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

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

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

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

"That, upon receipt of notice by the Executive Board of the action of the Special Committee, the Board shall issue instructions to the Treasurer to pay the amount of the award, specified by the Special Committee in its report, to the beneficiary so named and approved.

These resolutions were adopted by the Executive Board,
Dec. 27-29, 1922 (A.L.A. Bulletin, No. 17-1923:26)

Hot Springs
1923

The following is quoted from the report of the Oberly Memorial Fund Committee to the American Library Association at the Hot Springs Conference in 1923.

(A.L.A. Bulletin, No. 17-1923: 197)

A group of colleagues of Eunice Rockwood Oberly, late librarian of the Bureau of Plant Industry, U.S. Department of Agriculture, has turned over to the American Library Association a fund of \$1,000.00, the proceeds of which are to be used as an annual award in the name of Miss Oberly, to the compiler of the best bibliography on agriculture on the natural sciences. A committee of the American Library Association, to be known as the Eunice Rockwood Oberly Memorial Fund Committee, has been appointed with authority to formulate rules and conditions to govern the annual award and to select the beneficiary.

NOTE For a brief statement covering all the Endowment Funds see A.L.A. Handbook 1924: 418. This Handbook was the September number of the Bulletin, Vol. 18, No. 5.

EXHIBIT R.

AMERICAN LIBRARY ASSOCIATION
Proposed Amendment to the Constitution

This proposed amendment to the Constitution will be submitted to the Association at its next meeting if it meets the approval of the Trustees of the Endowment Funds.

Present Constitution.	<u>Endowment Funds</u>	Proposed Amendments.
<p>Sec. 24. "All receipts from life memberships, all gifts for general endowment purposes, shall, subject to conditions attached thereto, constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes accepted by the Association shall be kept in separate funds which shall, except as may be otherwise provided by the donor, be invested and kept inviolate. The interest shall be expended as the Executive Board and the Finance Committee may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the Association. All endowment funds shall, subject to conditions legally incident thereto, be in the custody of three trustees, one of whom shall be elected by ballot at each regular meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from any endowment fund shall be invested or expended except on check signed by a majority of the trustees."</p>	<p>Sec. 24. "All receipts from life memberships and all gifts for endowment purposes, shall, subject to the conditions attached thereto, constitute endowment fund, which shall be invested and the principal kept forever inviolate.</p>	<p>All endowment funds shall be in the custody of the three Trustees, whose duty it shall be to invest and reinvest such funds, subject to the laws of the State of Illinois governing trust funds, and who shall pay to the Treasurer of the American Library Association, semi-annually, unless otherwise directed by the Executive Board, all income received from these funds.</p>
		<p>This income shall be expended as the Executive Board may direct and in accordance with any conditions made by the donors and in consonance with the approved policy of the association."</p>
		<p><u>And to add a new section as follows:</u></p>
		<p>"In addition to the regular officers of the association there shall be three Trustees, one of whom shall be elected by ballot at each regular annual meeting of the association, to hold office for three years from the date of his election and until his successor shall be elected."</p>

BOOKS ABOUT AMERICA IN IMMIGRANT LANGUAGES

There is great need for books about America in the languages of the immigrant groups in this country. Many adult foreigners never learn to read the English language. Most of those who do, never learn to read it easily. What they learn about America they learn from publications in their native languages. Unfortunately few books are available for general large and important groups.

The Immigrant Publication Society had an excellent idea in its "Guide to the United States for the Immigrant," in several languages, but most of these are now out of print. The Metropolitan Life Insurance Company which does an immense business among immigrants on the weekly payment plan has published a few pamphlets in various languages - excellent work so far as it goes. The International Translation Service Bureau of the Y. W. C. A. has gone farther along the same line with several informational pamphlets including one on courts of law. The National Catholic Welfare Council has its civics catechism in several languages and the Daughters of the American Revolution its "Manual of the United States." These publications are mainly of the informational type, good as far as they go, but they do not wholly meet the need of the immigrant in acquiring a background of American manners, customs and ideals.

Some publications designed to meet the need of the foreign born have been issued by foreign language newspapers - usually with the expectation that they would not be financially successful. "If we did not have other sources of income (the paper and the printing business) we could not do it at all," says the publisher of a Bohemian newspaper who has issued one or two books in Bohemian. Other publishers report similar conclusions. Several have prepared books for publication and have finally decided not to issue them because they could not afford to take the financial loss that publication would entail.

An interest in the problem led a volunteer committee of a state library association to prepare a list of books for publication in foreign languages. Arrangements for their publication, contingent upon the securing of a certain number of advance orders, were made but the plan had to be given up because of the failure to secure the requisite number of orders.

Through the knowledge gained from members of the A.L.A. who are working with the foreign born the American Library Association is convinced that the greatest need is for United States history, books about America and American life, and novels or short stories which accurately present American ideals.

There are said to be no books in Italian describing American places and institutions (although there are several United States histories of unequal merit); nothing in Slovak but one small history poorly done; and nothing at all in Polish that is adequate or worthy.

This lack of adequate material for non-English reading people seems to justify the conclusion that a study of the whole field should be undertaken to determine the types of books most needed, the relative needs of different language groups, possible methods of co-operating with other organizations in preparation and distribution, the selection of suitable translators, etc.

In view of these facts it is logical that librarians and others interested in acquainting immigrants with the spirit, history and characteristics of America should be able to stimulate in some way the production of a more adequate collection of books for the use of the adult immigrant.

Through the demands made upon it the American Library Association is acutely conscious that the need exists and that it must be met. Representatives of other interested national groups have been consulted and their suggestions included in the plans submitted.

The Association presents the following for your consideration:

1. A grant of funds to the American Library Association to be administered by an appropriate committee. It might be either the Association's Committee on Work with the Foreign Born or a special committee to be appointed by the A.L.A. Executive Board for the purpose, the committee to work under the general supervision of the Executive Board of twelve.
2. The committee would make a study of the needs and the efforts now being made to meet these needs. It would select as its first year's work one or more books for translation and publication in two or three languages - perhaps six publications in all.
3. The books would be sponsored by the A.L.A. but publication presumably would be by a commercial publisher competent to handle the distribution throughout the whole country and especially to the foreign language groups.
4. The general plans and policies of the Committee and the selection of books for translation would be subject to approval by the Executive Board of the A.L.A. The arrangement with publishers, authors and translators would be in the hands of the committee.

The following budget is proposed:

Executive assistant to work under the supervision of the Committee, conducting necessary investigations, interviewing authors, publishers, translators and advisers, conducting correspondence and editing books and manuscripts - possibly 10 months @ \$300.00 per month.....	\$ 3,000.00
Stenographer and bibliographic assistant.....	1,800.00
Travel for meetings of Committee, and for Executive Assistant.....	1,500.00
Translation - 6 books @ \$500.00 each.....	3,000.00
Part cost of manufacturing 6 books (probably 1000-1500 copies of each).....	4,500.00
Office supplies, postage, telegrams and miscellaneous.....	500.00
Contingent fund.....	<u>700.00</u>
	<u>\$15,000.00</u>

Note: The salaries are for one year, or less. Other expenses are estimated to cover the completion of the work of publishing six books. All of the detailed work of investigation and approval can probably be completed in one year, so that the task can be finished by the Committee, without a paid executive assistant, if necessary.

Results to be expected. If \$15,000 becomes available we may hope, before the end of the year 1926 to select six books for translation and publication, have the translation of some finished and of all others under way and perhaps to issue one or two of the six.

In addition, the Executive Assistant (who should be a librarian specializing in work with the foreign born) and the Committee should have acquired much valuable information about the specific needs, the relative needs in the different language groups, the probable sales, the cooperation in preparation and distribution which may be expected from other organizations, etc. (It is assumed that the A.L.A. would take all the proposed steps only after careful investigation and inquiry among the organizations competent to advise on these matters.) This information should make possible an intelligent decision as to the necessity for continuing work in this field.

Carl H. Milam
Secretary

November 20, 1925

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

Drake Hotel, Chicago, Illinois
October 19, 1925
2:30 p. m.

A second session of the Executive Board was held in the Drake Hotel, Chicago, Illinois, Monday, October 19, 1925, 2:30 p.m.

Present: President Belden, W. W. Bishop, C. H. Compton, Mrs. Elizabeth Claypool Earl, M. J. Ferguson, F. F. Hopper, T. W. Koch, E. J. Reece, Edith Tobitt, E. D. Tweedell, F. K. Walter, J. I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

American Library in Paris.

1. Functions of the librarian of the American Library in Paris. Mr. Bishop, Chairman of the Executive Board Committee on Foreign Affairs, presented the following statement:

(This statement is being revised by Mr. Bishop's Committee and will be submitted later.)

It was

VOTED, That the minute on the functions of the librarian of the American Library in Paris be adopted with the understanding that the Committee may amend its wording if it does not change the meaning and that the minute be transferred to the Trustees of the American Library in Paris.

2. Burton E. Stevenson Nominated Librarian. Mr. Bishop recommended that Burton E. Stevenson be nominated to the Trustees of the American Library in Paris for the post of librarian, vacant through the resignation of Dr. W. Dawson Johnson, for a term of two years at a salary of \$5,000 or \$6,000, the sum understood to be available.

It was

VOTED, That Burton E. Stevenson be nominated to the Trustees of the American Library in Paris for the position of librarian, vacant through the resignation of Dr. W. Johnston, for a term of two years at a salary of \$5,000 or \$6,000, the sum understood to be available.

3. Trustees of the American Library in Paris. Mr. Bishop recommended that the following persons be elected by the Executive Board to serve for one year as Trustees of the American Library in Paris:

- Rev. Dr. F. W. Beekman
- Mr. George Blumenthal
- Mr. A. K. Macomber
- Miss Anne Morgan
- Mr. Robert Skinner

Further, in case any of these persons decline to serve as Trustees, he recommended that the sub-committee be empowered to act for the Executive Board in choosing a substitute, and that their choice be deemed the action of the A. L. A. in electing trustees for the American Library in Paris.

It was

VOTED, That the following persons be elected to serve for one year as Trustees of the American Library in Paris:

- Rev. Dr. F. W. Beekman
- Mr. George Blumenthal
- Mr. A. K. Macomber
- Miss Anne Morgan
- Mr. Robert Skinner

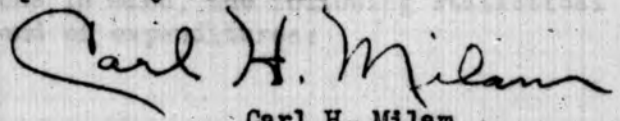
4. Budget of the American Library in Paris for the Six Months-July to December, 1925. (Exhibit T.) Mr. Bishop recommended that the Executive Board approve the Budget of the American Library in Paris for the six months, July to December, 1925, submitted August 5, 1925. And as a consequence of this approval he requested the Executive Board to direct the Treasurer of the A.L.A. to turn over to the American Library in Paris the final instalment of \$3,750 of the grant from the Carnegie Corporation to the A.L.A. for the American Library in Paris.

It was

VOTED, That the Executive Board approve the budget of the American Library in Paris for the six months, July to December, 1925, and that the Treasurer of the American Library Association be authorized to transfer to the American Library in Paris the final instalment of \$3,750 of the grant from the Carnegie Corporation to the A.L.A. for the American Library in Paris.

The meeting adjourned.

Respectfully submitted



Carl H. Milam
Secretary

THE AMERICAN LIBRARY IN PARIS, INC.

10, Rue de L'Elysee (8^e)
Paris, France.

August 5, 1925

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

Dear Mr. Milam:

I beg to submit herewith the budget of the American Library for the second half of the current calendar year. This budget was adopted at the meeting of the Board of Trustees yesterday afternoon. The following explanation of the present situation may be found useful for your purpose.

You will recall that earlier in the year there was adopted and forwarded a budget for the first six months, and that, acting upon this budget, the Association appropriated and placed in the account of the Library in New York a third instalment of \$3,750.00, provided by the so-called Carnegie Fund. We should now be glad if your Committee would take the action necessary to place the fourth and final instalment at our disposal.

The budget for the first half of the year was virtually a continuation of the estimates of expenditures under which the Library was operated during 1924. The principal changes were necessitated by additions to the staff and increases in staff salaries. The total expenditure estimated for 1924, excluding the Reference Service on International Affairs and Ex Libris, was a little less than 440,000 francs. The total expenditure for 1925 forecasted earlier in the year was about 475,000 francs. You will note from the enclosure that the actual expenditure for the first six months of 1925 foots up to 270,000 francs. This includes substantial additions to staff, about 11,000 francs for purchase of books, and over 10,000 francs to finish up the Ex Libris venture, which is now liquidated. Meanwhile, in May and again last month the Board has found it necessary to make further appropriations for the staff in order to take care of the growing needs and responsibilities of the institution. We are, also, appropriating 10,000 francs more for books; and we have been obliged to face a 15% increase in rent. On the other hand, the bills for taxes for the current year are now in and permit us to reduce the estimate by 5,000 francs. The total expenditure estimated for the second half year is 288,072.35 francs. On this basis the aggregate expenditure of the Library for 1925 will be 558,376.95 francs. As above indicated, this includes a much larger allotment than heretofore for purchase of books, and a substantial amount of Ex Libris expense, which will not be recurrent. With these qualifications in mind, the following statistical comparisons show up the general trend of expenditures:

Total Budget (excluding Reference Service on International Affairs and Ex Libris):

1923 - 308,279.35 francs,
1924 - 436,500 "
1925 - 548,376.95 "

Expenditure for Library Staff:

1923 - 204,263.65 francs,
1924 - 255,000. "
1925 - 324,671.50 "

The growth of the regular business done by the Library is, to some extent, reflected in the income from subscriptions and members. These figures, which include membership dues and fees paid by subscribers for book privileges, are:

1923 - 128,028.35 francs,
1924 - 146,514.95
1925 (first 6 months) - 90,458.50

The resources of the Library available to meet its current liabilities are as follows: the net reserve fund as of January 1, 1925, after charging off all previous operating deficits, was 624,079.70 francs. As you know, the reserve fund has been made up of two principal items: First, there are two funds, aggregating 400,000 francs, which were given for endowment with specific conditions attached and can not, therefore, be used for general operating expenses. The balance has been made up of contributions from patrons and life members and the initial fees of annual members, all of which have been, in practice, passed from time to time to reserve. Now, our Treasurer's statement as of June 30th shows that we have on hand in New York and Paris banks, either in cash or in securities, the equivalent of 616,725 francs. This sum is practically our reserve as it stood at the beginning of the year. For the purpose of this budget, we adopt as a basic principle the maintenance of the reserve as of January 1st last. It, therefore, becomes necessary for us to derive the entire amount of the estimated expenditure for the second half-year from other sources than the cash and securities on hand. The last instalment of the Carnegie contribution through the A. L. A., converted at what is now regarded as the conservative rate of 20 francs to the dollar, will yield 75,000 francs. The operating receipts for the second half of the year should come to at least 85,000 francs. In the new fund which is being raised to carry the Library for the years 1925, 1926 and 1927 we have already approximately \$24,000.00. One third of this amount, or \$8,000.00, will yield 160,000 francs. The total of these three items is 220,000 francs, or nearly 70,000 francs less than the estimates for the second half-year. We feel that we are proceeding safely in reliance upon the growth of the three-year fund sufficiently to take care of this deficit. I enclose a statement of the fund as it stands at this writing.

The Board is establishing a new system of accounting, and has

- 3 -

charged the Treasurer with a comptroller's function so far as operating under the budget is concerned. It is proposed to watch the expenditures with great care so that there will be no danger in the future of exceeding the estimates, and, if necessary, expenditures can be curtailed to take care of any emergencies.

The Reference Service on International Affairs, being operated entirely with special funds, has a separate budget.

I found, on my return here, that the record of the understanding affecting the directorship of the Library was not at all clear. The matter was consequently brought up at the meeting of the Board on July 16th, and I am sending you the minutes of that meeting as they were approved yesterday afternoon. I also enclose a copy of my confidential letter to Dr. Keppel on this subject. You will, I know, appreciate the importance of quick action in this matter. The bridges are burned and there is no turning back. As stated in my letter to Keppel, it is not likely that we shall find at once the ideal director for this institution. In all probability we shall have to pass through a transition stage, and some man like Stevenson may be willing to come at a comparatively modest compensation and without any commitment on our part so far as tenure is concerned, which would seem to be the only solution. At any rate, a change this fall is absolutely essential in the circumstances.

Reverting for a moment to the financial situation, let me point out that the goal at which we are aiming is a three-year operating fund of approximately \$200,000.00. The Laura Spelman Rockefeller Memorial contribution to this fund, if all conditions are met, will be \$67,500.00. We ought to get eventually from operating receipts \$50,000.00 during the three-year period. We now have in the list of new contributions to the fund nearly \$25,000.00. This leaves less than \$60,000 still to be raised. Personally, I have no longer any doubt of our ability to put through this financial program on the scale outlined.

With cordial regards, I am,

Faithfully yours,

Robert E. Olds,
President, American Library in Paris.

REO:BC
Encls.

BUDGET 1925 AS REVISED AUGUST 4. - EXPENDITURES

	Actual Expenditures 1924	Actual Expendi- ture Jan-June, 1925	Estimates July-Dec. 1925	Total 1925
1. <u>Salaries:</u>				
Library Staff	265,348.45	150,435.75	174,235.75	324,671.50
2. <u>Building Staff</u>	27,487.50	15,150.75	17,249.25	32,400.00
<u>Books</u>				
Books:	9,563.30	10,936.41	19,063.59	30,000.00
Periodicals	4,608.50	4,418.20	581.80	5,000.00
5. <u>Binding</u>	11,368.50	7,070.40	2,929.60	10,000.00
6. <u>Carriage and Customs</u>	591.25	395.55	404.45	800.00
7. <u>Rent</u>	50,449.60	28,199.25	32,300.75	60,500.00
8. <u>Taxes</u>	14,659.45	235.70	9,764.30	10,000.00
9. <u>Heat</u>	11,913.90	8,204.35	3,795.65	12,000.00
10. <u>Light</u>	7,820.80	3,819.95	4,180.05	8,000.00
11. <u>Insurance</u>	17.50	2,305.65	94.35	2,400.00
12. <u>Posts, Telegrams and Telephone</u>	7,493.70	4,370.68	4,829.32	9,200.00
13. <u>Water</u>	580.85	703.15	696.85	1,400.00
14. <u>Staty. and Printing</u>	7,593.50	17,550.25	4,000.00	21,550.25
15. <u>Repairs, Alterations</u>	3,736.35	4,255.20	7,744.80	12,000.00
16. <u>Furniture, Fixtures</u>	7,520.60	4,298.15	2,201.85	6,500.00
17. <u>Miscellaneous</u>	8,710.60	7,966.20	4,000.00	11,955.20
	439,464.35	270,304.59	288,072.36	858,376.95

MEETING OF THE
BOARD OF TRUSTEES OF THE AMERICAN LIBRARY

July 16, 1925.

Present: Mr. Benét, Mme. de Chambrun, Messrs. Jay, Lancaster, Morgan, Peixotto, Roberts, Skinner, Slade, and Olds, Chairman.

After the monthly balance sheet and report of the Librarian had been presented, reports were received from the Executive Committee and from the Book Committee, and approved. The latter recommended the publication of a periodical list of new books added to the Library, contingent upon an additional appropriation of 20,000 francs for the purchase of new books.

The questions of increased subscription fees, and of additional appropriations for salaries, for the repair of the building, and for books and periodicals, and the printing of book lists were referred to the Executive Committee for consideration.

The employment of Mr. B. M. Lee as first assistant in the Department of International Affairs, at a salary of \$208.33, was authorized.

The following definition of the status and declaration of policy with respect to the Reference Service on International Affairs was adopted: -

"The Reference Service on International Affairs is a specialized Service established and maintained by special funds contributed and accepted for that particular object. It is, therefore, recognized as an independent responsibility in the nature of a trust. Subject only to general supervision, for purposes of coördination with other Library services and of accounting, the Reference Service on International Affairs constitutes a distinct department administered by a departmental director, with the assistance of a separate staff. Both the funds and the collections of books and material for this Department shall at all times be kept separate from those of the general Library; and its operations shall be separately reported to the Board."

The President made an oral report upon the financial condition of the Library, with particular reference to the state of the fund which is being raised to carry on the various activities of the Library for the years 1925, 1926 and 1927.

The President, also, directed attention to the situation created by the Board's approval, at its March meeting, of the report submitted by the American Committee. This report carried certain recommendations, among which was one affecting the directorship of the institution, in view of the voluntary retirement of the present Director at the end of the present year. Dr. Johnston made a statement dealing with the future program of the Library and making suggestions concerning the type of director required, in his judgment, for the successful execution of the program. He, also, again placed at the disposition of the Board his resignation, to be made effective at the pleasure of the Board. Thereupon, Dr. Johnston withdrew from the meeting and the Board went into an executive session.

At the conclusion of the executive session, in the course of which the Board, individually and collectively, expressed deep appreciation of Dr. Johnston's services and of the high motives which have prompted his retirement at this time, the following resolution was adopted:

1. That the resignation of Dr. Johnston as Director be accepted as of December 1st next;
2. That the American Committee be requested to proceed at once with the task of providing, subject to the final approval of the Trustees and of the American Library Association, a permanent, or, in the alternative, a temporary, successor to Dr. Johnston, such successor to arrive on the ground, if possible, by October 1st next;
3. That Dr. Johnston be granted a leave of absence from and after October 1st, if he desires; the hope being, however, expressed that he may be able, without prejudice to his own interests, to remain and cooperate with his successor until December 1st.

There being no further business, the meeting was adjourned.

President.

Secretary.

C O P Y

CONFIDENTIAL

Paris, France.
July 17, 1925.

Dr. Frederick P. Keppel,
President, Carnegie Corporation,
522 Fifth Avenue,
New York, New York.

Dear Fred:

You will recall that last March the Trustees of the Library approved the report submitted by the American Committee as the result of the examination of the institution made by Babcock, Emerson and yourself. This report carried with it a recommendation that the direction of the Library be changed. The idea was that the existing plans for developing the enterprise involved so complete a change in its character as to call for a different type of director. The Trustees agreed with this point of view, and the American Committee was accordingly requested to take appropriate steps for exploring the field and to submit its recommendation.

We are all aware of the difficulties in the present situation and of the reason why no progress in this particular matter has yet been made. It is hardly practicable to approach individuals until we find ourselves in a position to make a definite offer. We are now, however, fast approaching the time when we can talk business. I really do not see why we should not feel safe in going ahead. While the financial problem is not settled, I think we must for this purpose regard the three-year operating fund as practically provided. The total is approximately \$200,000. for the entire Library, including the Reference Service. The Laura Spelman Rockefeller Foundation contribution for the period will be \$67,500. I calculate that, on a conservative basis, we can count upon \$50,000., or approximately \$17,000. per year, from normal operating receipts. The other subscriptions already made bring the fund up to more than \$140,000., leaving less than \$60,000. to be raised.

In these circumstances we have here felt that a definite movement in the direction of the change of management contemplated by the report should be made at once.

We had a very full meeting of the Board yesterday and I brought this subject up for consideration. After full discussion, the following motion was adopted:

1. That the resignation of Dr. Johnston as Director be accepted as of December 1st next;

2. That the American Committee be requested to proceed at once with the task of providing, subject to the final approval of the Trustees and of the American Library Association, a permanent, or, in the alternative, a temporary, successor to Dr. Johnston, such successor to arrive on the ground, if possible, by October 1st next;
3. That Dr. Johnston be granted a leave of absence from and after October 1st, if he desires, the hope being, however, expressed that he may be able, without prejudice to his own interests, to remain and cooperate with his successor until December 1st.

This motion is intended to clarify the situation and to bring about the change of management at the earliest practicable date. The Trustees do not consider it wise or fair to any of the parties concerned to leave things longer in any uncertainty. It is considered that, in the light of all that has taken place, it would be unfortunate to let affairs drift as they have drifted during the past six months. Even a temporary arrangement to bridge the gap seems preferable to going on as we are now.

By temporary arrangements we have in mind the suggestion that Burton Stevenson might be available for a more or less indefinite period, with the distinct understanding that we should be under no commitment whatever to him so far as the permanent directorship is concerned. Many of us think that Stevenson would bring to this work some qualities which are greatly needed at this juncture, and that conditions would be in many respects improved by his coming, if only for a few months. In any event, this action would free us from the charge of carrying over into the new development period the administration which has been found unsuited to its needs.

In all probability we aren't going to find the ideal man at once. We must, therefore, face a transition stage, and we are much inclined to hold that Stevenson would be the right person to see us through that stage. You are authorized and requested to take this matter up with Stevenson and see what arrangements can be effected. We have been led to believe that he would be interested and that he might be willing to come in a temporary capacity at very low compensation. Perhaps you can get him to come to New York to see you. Naturally, any reasonable expense incurred on this account we are prepared to meet.

Concerning Dr. Johnston, his attitude throughout the transaction has been entirely self-effacing and magnificently appreciative of the real interests of the institution. He appreciates the radical departure which is being effected and the need for a new régime. His statement to the Board yesterday was a splendid exhibition of self-sacrifice and impressed us all deeply. This is simply a case of a man who has carried through the pioneer stage standing aside when an institution comes to a point when its development requires a new and different type of management. I want to say to you that the unanimous feeling of the Trustees toward him personally is most friendly and appreciative. We are exceedingly anxious not to have the reasons for this change of policy misunderstood to his prejudice. He ought to be given unstinted credit for the

progress of the American Library during the past four years, and his resignation must be taken as a purely voluntary one, tendered solely because the program of the Library has been virtually revolutionized and a complete re-organization on a wholly new basis rendered necessary. We are especially anxious to have Dr. Johnston's present position presented in its proper light to Dr. Putnam. May we not rely upon you to discuss the subject with him frankly and fully, in the hope that Dr. Putnam may be able to make Dr. Johnston an offer such as his character and standing in the profession justify. We all regard Dr. Johnston as an extremely able man in his field, and we consider that his usefulness has been greatly enhanced by his experience in Europe. Because we have finally discovered that we have on our hands something different from a library in the ordinary sense and have concluded that we should have a man of the university president type to run it is a circumstance which should not be permitted to operate at all to Johnston's disadvantage, or to interfere in any way with his career as a librarian. I am sure that Dr. Putnam himself takes this view and will act accordingly.

As ever,

Faithfully yours,

Robert E. Olds,
President, American Library in Paris.

REO:BC

AMERICAN LIBRARY IN PARISSubscriptions to a Three-Year Fund for
Maintenance and Operation

Reported from New York

<u>Subscriber</u>	<u>Amount</u>
Mr. Cleveland H. Dodge, New York City	\$ 500.00
Mrs. Arthur Curtis James, New York City	250.00
Mr. Gustavus D. Pope, Detroit, Michigan	100.00
Mr. Irving T. Bush, New York City	100.00
Mr. Carl Taylor, New York City	500.00
X Professor and Mrs. William Emerson, Boston, Mass.	
For Reference Service on International Affairs-\$3,000	
For General Fund -	<u>1,500</u>
	4500.00
X Dr. and Mrs. William K. Draper, New York City	300.00
Mr. Mortimer L. Schiff, New York City - (5,000 frs.)	227.50
X Mr. Roland W. Boyden, Boston, Massachusetts	300.00
X Mr. Francis C. Pratt, Schenectady, New York -	150.00
X Miss Bydia C. French, Ardsley-on-Hudson, New York	150.00
X Mr. Alex Legge, Chicago, Illinois	75.00
Mr. George O. Carpenter, North Haven, Maine	25.00
Miss Martha C. Vail, New York City	25.00
X Mr. William M. Sloane, Princeton, New Jersey	30.00
X Mrs. Charles L. Tiffany, New York City	15.00
Mr. Haven Emerson, Radnor, Pennsylvania	10.00
X Mr. George Gordon Battle, New York City	15.00
X Mr. Clarence Dillon, New York City	300.00
Miss Harriet H. White, Brooklyn, New York	250.00
Miss Frances E. White, Brooklyn, New York	250.00
Mr. Seth P. Remington, P. O. Box 533, Arctic, Rhode Island	25.00

Secured in Paris

<u>Subscriber</u>		<u>Amount</u>
Mr. A. T. Kemp, Paris	1000 Frs.	
Mr. Daniel Comstock, Paris	500	
Mrs. Julia Haviland, Paris	1000	
Mr. and Mrs. John J. Hoff, Paris	2000	
Mme. Huber, Paris	500	
Mr. Sheldon Whitehouse, Paris	1000	
Coudert Brothers, Paris	1000	
Mr. Blythe W. Branch, Paris	3000	
Hon. Schuyler Merritt, Stamford, Conn.	1000	
X Mr. George Blumenthal, Paris		\$1,200.00
X Countess Frieda Costantini, Paris		1,500.00
Mr. Edward A. Sumner, Paris		100.00
Duchesse de Talleyrand, Paris		500.00
X Mr. Otto Kahn, New York City		1000.00
Mr. A. K. Macomber, Paris		10,000.00
Anonymous		1,000.00

X Subscriptions thus marked are payable in three annual instalments. All others have been paid in cash.

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

Drake Hotel, Chicago, Illinois
October 19, 1925
8:00 p.m.

A third session of the Executive Board was held in the Drake Hotel, Chicago, Illinois, Monday, October 10, 1925, 8:00 p.m.

Present: President Belden, W. W. Bishop, C. H. Compton, Mrs. Elizabeth Claypool Earl, M. J. Ferguson, F. F. Hopper, T. W. Koch, E. J. Reece, Edith Tobitt, E. D. Tweedell, F. K. Walter, J. I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Fiftieth Anniversary Finance Committee. President Belden reported that Dr. Frank P. Hill declined to serve as chairman of the Fiftieth Anniversary Finance Committee; also that the Fiftieth Anniversary Committee recommended that the anniversary celebration consist of three features, viz: (a) A proper celebration for the end of the fifty year period; (b) some definite, worthwhile publication; (c) an adequate exhibit.

Exhibit. The Secretary stated that the exhibit at Philadelphia might consist of two parts: (1) a display of the "A.L.A. Catalog, 1926" books - 10,000 volumes, or as many of them as the publishers will donate - housed attractively in a reading room with comfortable chairs and tables and book-lined walls; (2) the other half of the space to be given over to small booths, each booth devoted to a special subject.

The Secretary submitted the following notes for the Fiftieth Anniversary budget:

Exhibit:	
Salaries.....	\$3,000
(\$2,000 for six months' service of a \$4,000 librarian and \$1,000 for a general assistant who might be a stenographer or mimeographer or general library assistant.)	
Equipment, express, placards, etc., the cost of getting the exhibit together.....	2,500
Letters - multigraphed or mimeographed.....	1,000
Publicity.....	3,500
(Including the salary of a library man or woman who knows something about publicity and who will know how to place articles in magazines, newspapers, etc.)	
Placards, posters, etc. to be used by individual libraries in making exhibits in their communities.....	2,500
A moving picture film, to tell stories of what libraries do.....	10,000
International features.....	7,500
(International and foreign delegates, etc.)	
Total.....	\$30,000

Committee to Raise Funds for the Fiftieth Anniversary Celebration.

VOTED, That the matter of raising funds for the Fiftieth Anniversary be entrusted to a committee of the Executive Board consisting of President Belden, Charles H. Compton and M. J. Ferguson.

International Delegates. Mr. Bishop made a brief report on the manner of sending invitations to foreign governments, library associations and individual librarians.

Honorary Vice-Presidents for the 1926 Conference.

VOTED, That all the surviving members of the 1876 and 1877 conferences be made ^{honorary} vice-presidents of the Fiftieth Anniversary Conference.

Brussels Institute. Mr. Bishop read extracts from his letter of October 9, 1925, to Dr. Richardson (Exhibit U) and of Dr. Richardson's letter of October 14, 1925, to him (Exhibit V.)

Relations Between Canadian Librarians and the A.L.A. In accordance with Dr. A. E. Bostwick's request, Mr. Milam presented this matter to the Board. There was considerable discussion but no formal action was taken.

Co-Operation Between Research Libraries. The Assistant Secretary read a communication of October 16, 1925, from Dr. E. C. Richardson stating that he hoped the Bibliographical Committee could give more consideration this year to the problem of concrete co-operation between research libraries.

American Education Week.

VOTED, That the A.L.A. co-operate with the Bureau of Education and the American Legion in the promotion of the American Education Week.

General Index to Cambridge History of English Literature. The Assistant Secretary read a communication from F. K. Walter regarding the desirability of a General Index to the Cambridge History of English Literature.

VOTED, That the question of the desirability of a General Index to the Cambridge History of English Literature be referred to the Editorial Committee.

Next Meeting of the Board. It was taken by consent that this matter would stand in abeyance with the understanding that there will be a meeting during the Midwinter conference in Chicago.

The meeting adjourned.

Respectfully submitted

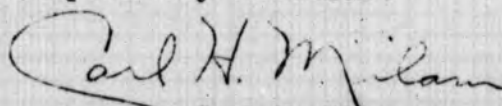

Carl H. Milam
Secretary

EXHIBIT U.

Excerpt from letter of October 9, 1925 - W. W. Bishop to
E. C. Richardson.....

The matter of the Bibliographical Institute and its relation to the League of Nations, the American Library Association and other bodies has never been at all clear to me, and I am not sure that I derive from your very interesting letter a clear idea as to the present financial support, the existing organization, and the proposed plans. I have had some letters from Mr. Godfrey Dewey, which have left me fully as much in the dark as I was before. Won't you please tell me:

1. What is the present income of the Institut National de Bibliographie, and from what source or sources does it come?
2. Has it been moved from Brussels to Paris, and what is its local habitation? What has become of the millions of cards formerly filed in the Palais Mondial at Brussels?
3. Who is the actual director of any work which is now being done?
4. Has the organization - which I understood was authorized and appropriated for by the French Parliament to work under the auspices of the League Committee on Intellectual Co-operation - actually come into existence, and if so, what is it doing?
5. Who is responsible for the idea that there should be an American head to this Institute? Is this merely a bid for American money, and what possible relation can the A.L.A. have to such an organization? If it has any, does it not come within the province of the Committee on Bibliography? Is any action required on the part of the Executive Board at the present time?

You will quite understand that it is extremely difficult for one at this distance both from the Atlantic sea-board and from Brussels and Paris to get any definite data on these subjects. I have asked practically the questions listed above - although of course not exactly in this form - of Mr. Dewey about a year ago, and got from him only an answer to the effect that if we could talk the matter over he could make the thing clear to me. Perhaps you will feel the same way. I hope I am not making too great demands on your kindness, but I feel like one sitting in the dark and asked to pronounce a judgment on things which he can perceive not even dimly.

EXHIBIT V.

Excerpt from letter of October 14, 1925 - E. C. Richardson to
W. W. Bishop.....

In the matter of the bibliographical institute:

1. The present income of the institute is twenty-five hundred dollars from the Belgian Government, two hundred dollars from the League of Nations and odds and ends from paid service or sales of publications.
2. It has not been moved from Brussels either to Paris or to Geneva, both have been discussed but everybody seems now clear that Brussels only is practical. The millions of cards "formerly filed in the Palais Mondial" were tucked away in storage but have been re-installed and are accessible.
3. The "actual director" is Otlet. His staff is reduced to six or seven.
4. The French Institute for International Intellectual Cooperation has "actually come into existence" with a budget of two million francs a year. It has formed a Secretariat with many sub-divisions including one for bibliography. The head of this position is, I believe, a German. This Institute is in effect, the Secretariat of the League Committee and directly governed by it. What else they have done beside organize I am not yet informed. I fancy nothing. Doing is not the strong point over there. They are much stronger on devising and filling positions.
5. The Institute as represented by its executive board is, I believe, responsible for the idea that there should be an American head. I looked on it as a naive bid for American money but M. Donkers-Duyvis, the modest and clear headed moving spirit in the Dutch Institute writes deprecating this idea and saying that it is really actual co-operation in other senses which is valued and the question of money a detail. I really think that they feel American energy and American methods are needed. The "possible relation of the A.L.A. to the Institute" lies in that it made specific request to the A.L.A. for co-operation, specifying delegates to the meeting in Geneva, the appointment of an American head, etc. The Executive Board appointed delegates, one of whom was Mr. Dewey and he was chosen president at the meetings. Later the committee asked a report from the committee on bibliography as to the financial and other circumstances of the Institute. This report was made and presented to the Council last January in its original form. It deprecated any action till we were assured that the financial plans and reorganized constitution were such as to insure efficient operation. It was thought that this resolution was too conservative and the older Dewey urged on the committee a more cordial tone and I was glad to acquiesce. The net result

- 2 -

was the Council recommended to the Executive Board to ask suitable committees to go into the matter thoroughly and have recommended that we co-operate rather vigorously but have made this contingent on diligence on the part of the League Committee and the Belgian Government. It does not seem reasonable or promising effectiveness for the A.L.A. to commit itself to the enterprise unless the two factors actually committed to the enterprise show diligence. I am inclined to feel rather strongly that the enterprise, the extraordinary energy and the considerable results of Messrs. LaFontaine and Otlet somehow deserve to be treated in an appreciative way but I find it difficult and chiefly because of the inertia and red tape way of going at things over there. This does not apply to LaFontaine and Otlet but to the others.

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

The Drake, Chicago, Illinois
December 29, 1925. 10:00 a.m.

A meeting of the Executive Board was held in The Drake, Chicago, Illinois, Tuesday, December 29, 1925, 10:00 a.m.

Present: President Belden, W.W. Bishop, C.H. Compton, Mrs. Elizabeth Claypool Earl, M. J. Ferguson, F. F. Hopper, T. W. Koch, E. J. Reece, Edith Tobitt, E. D. Tweedell, F. K. Walter, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Approval of Minutes of October 19, 1925. The minutes of the meetings held on October 19, 1925, were approved.

Ten-Year Program. President Belden spoke of the letter of December 15, 1925, from the Secretary to the members of the Executive Board setting forth what he believes to be the "most important and far reaching proposal that has ever been given to an Executive Board of this Association to consider." Two letters of December 15, 1925, to the Executive Board are attached as Exhibit A.

The Secretary told of his conversations with Dr. Keppel and of the preparation of the "suggested library budget for ten years." (This is the proposed budget prepared by the Secretary and examined by the Board at the Board meeting.) It was stated that this budget had been considered and approved at an informal group meeting at Seattle consisting of President Meyer, President-elect Belden, Mr. Jennings, chairman of the Commission on the Library and Adult Education, Mr. Strohm, chairman of the Board of Education for Librarianship, Mr. Dickerson, Miss Bogle, Miss Howe and Mr. Milam. At this informal meeting it was agreed that each item was too small but that it was perhaps as good a distribution as could be made of the proposed \$5,000,000. It was stated that the budget had not been submitted to the Executive Board for formal action because it seemed best as yet not to take any formal action on this matter.

In a letter of November 11, 1925, Dr. Keppel said: "You will be glad to know that our Executive Committee approved in principle the report on the library service program, Mr. Root explaining that that might mean much or little when it came to brass tacks. At any rate it is better than disapproving it in principle." Exhibit B.

Referring to this matter in a later letter he said: "I don't want anything to interfere with the carrying through of the five million dollar program." EXHIBIT B-1.

VOTED, That the Executive Board approve in principle the proposal to secure a \$3,000,000 endowment for the A.L.A.

VOTED, That the President and Secretary be empowered to take such measures as are necessary at the proper time to discover the sentiment of the Association toward a campaign for endowment.

The question was raised as to whether a campaign for endowment would require action by the Council. President Belden's opinion was that the matter should be acted upon by the Council and it was generally agreed that a Council meeting would probably be necessary some time in the Spring of 1926.

Many suggestions were made by members of the Executive Board as to possible methods of conducting the campaign for endowment. These suggestions have been summarized from the stenographic report. Exhibit C.

Treasurer's Report. It was stated that the Treasurer's Report for the year ending December 31, 1925, would not be ready until some time in January.

VOTED, That the Report be referred to the Chairman of the Finance Committee and the Treasurer for recommendation with the understanding that it would be submitted to the Executive Board for approval by correspondence vote.

Printing of Dr. Bostwick's Report on His Visit to China. The Secretary reported that funds provided for the A.L.A. delegate to China were not available for publishing his report. It was

AGREED, without vote, that Dr. Bostwick's report should be printed with the February Bulletin.

Twelve Numbers of the Bulletin. The Secretary recommended that he be authorized to issue twelve numbers of the Bulletin in 1926 instead of sixteen news numbers, in addition to the Handbook and the Proceedings. He stated that the estimated increase in cost would be approximately as follows:

Additional printing cost.....	\$ 750.00
Additional mailing cost	360.00
Additional editorial work.....	1,000.00

It was stated that the news Bulletins would, if possible, be limited to sixteen pages and that they would be concerned only with A.L.A. news.

VOTED, That the Secretary be authorized to issue twelve numbers of the Bulletin in 1926.

Gardner Hunting Proposal. President Belden reported for a special committee of the Board appointed to consider the Gardner Hunting proposal presented to the Association in letters of April 11 and 16, 1925, from Mr. Hunting to the Secretary. Exhibit D.

Mr. Belden stated that the proposal in brief was to prepare and have printed certain books for children, those books to have the approval of the A.L.A.

Mr. Hunting thought he could secure an endowment which would provide generous annual prizes for the writers of children's books if the A.L.A. would undertake to make the awards. Mr. Belden reported that the Committee was unanimously opposed to the acceptance of Mr. Hunting's proposal.

The report was accepted and approved. .

Guggenheim Fellowship. Miss Bogle stated that the Guggenheim Foundation had indicated to her that it would be receptive to an application from Mr. James I. Wyer for a fellowship extraordinary to make a survey and investigation of facilities for education for librarianship in Europe. She presented the following resolution which was approved by the Board of Education for Librarianship at its meeting on October 22, 1925:

RESOLVED, That the Board of Education for Librarianship respectfully recommends that the Executive Board of the American Library Association approve the application by Mr. James I. Wyer to the John Simon Guggenheim Memorial Foundation for a fellowship to make a survey and investigation of facilities for education for librarianship in Europe.

VOTED, That the Executive Board approve the recommendation of the Board of Education for Librarianship.

Meeting of Southeastern Library Association, April, 1926. The Secretary stated that the officers of the Southeastern Library Association are very eager to have President Belden attend and address the meeting and have expressed the hope that the Association will pay Mr. Belden's expenses.

VOTED, That the President be requested to attend the Southeastern meeting at the expense of Association funds.

It was stated that the Board of Education for Librarianship had decided to hold a meeting at Signal Mountain at the time of the Southeastern Library Association meeting and that the Library Extension Committee and the Commission on the Library and Adult Education were considering the matter. (Later both decided to hold meetings at Signal Mountain.)

The meeting adjourned.

Respectfully submitted

Carl H. Milan
Carl H. Milan
Secretary.



AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET, CHICAGO

December 15, 1925

To the Executive Board:

The enclosed letter is in some respects more important than anything your present Secretary has ever said to the Board. We are trying to surround the letter with every possible safeguard in order to avoid any discussion of the possibilities until the Board is ready to make some announcement.

May I go so far as to say that for the present I think this matter should be known only to the members of the Board and their private secretaries?

Yours very truly

Carl H. Milam

Carl H. Milam
Secretary

chm:mp
enclosure



AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET, CHICAGO

December 15, 1925

PERSONAL AND CONFIDENTIAL

To the Executive Board:

Dr. Keppel thinks the Trustees of the Carnegie Corporation, at their meeting in January, may approve in principle the five million dollar ten-year library program. If such action is taken it will then be a matter of working out details and agreements.

If \$500,000 a year for ten years is set aside for library purposes in the C.C. budget the A.L.A. will apparently receive about \$2,000,000, on the basis of present understandings between Dr. Keppel and your Secretary.

Because the A.L.A. will need an endowment considerably larger than \$2,000,000 if it is to carry on its work on the present basis and because the Corporation would like to feel that it is not only giving its own money but is also helping the Association to get additional funds and to arouse somewhat general interest - for these reasons and perhaps for others, Dr. Keppel is thinking of offering to assist the A.L.A. to raise \$3,000,000 to the extent of providing \$2.00 for \$1.00 up to a total of \$2,000,000.

Dr. Keppel is not thinking of this as a conditional gift in quite the ordinary meaning of that term. I think he would like to have us meet the conditions without being forced to do it. And I am quite certain that he would be willing to accept a new \$4.00 membership (5% on \$80.00) as equal to an \$80.00 contribution to the endowment.

Dr. Keppel would like to see this matter concluded before the October Conference in 1926.

The matter will come up for discussion and perhaps for action during the Midwinter meetings of the Executive Board.

Yours very truly

Carl H. Milam

Carl H. Milam
Secretary

chm:mp

EXHIBIT B

CARNEGIE CORPORATION
of New York
522 Fifth Avenue
New York

November 11, 1925

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

Dear Mr. Milam:

I've got a good batch of letters from you on my desk this morning. Thank you for making contact so quickly with Dr. Shepardson. For some reason I think Mr. Rosenwald is really fond of me, and I may be of help in continuing the cooperation.

You will be glad to know that our Executive Committee approved in principle the report on the library service program, Mr. Root explaining that that might mean much or little when it came to brass tacks. At any rate, it is better than disapproving it in principle.

Sincerely yours

(signed) F. P. Keppel

K/h

CARNEGIE CORPORATION OF NEW YORK

522 Fifth Avenue, New York

November 24, 1925

Mr. Carl H. Milam
American Library Association
66 East Randolph Street
Chicago, Illinois

Dear Mr. Milam:

My old friend and successor at Columbia, Frank Fackenthal, came to see me as to the possibilities of help from the Corporation in the event that the suggested merger of the Library School at Albany and the Public Library School in New York and the establishment of the new institution in Columbia University should be carried out. He understands, I think, that our first obligation is to the Graduate Library School wherever that may be established, but he thought we might well consider a maintenance grant. I suppose we can assume that our habit of making an annual grant to the New York Public Library School would be continued and that ultimately the school would share in the capitalization plan, but evidently something more is desired. I don't want anything to interfere with the carrying through of the five million dollar program, and, as you know, I am loath to suggest anything in the professional library field which will run beyond the proposed \$500,000 annual contribution to this end. Have you and Miss Bogle any suggestions to make?

Would there be any impropriety in letting Mr. Fackenthal personally see a copy of the report of your Committee on the Albany and the New York Public Library Schools? I am sure he would use the information with discretion, and it might really be very good for him to have it.

Sincerely yours

(signed) F. P. Keppel

K/h

ENDOWMENT CAMPAIGN SUGGESTIONS

The following suggestions are in some measure a brief digest of a part of the discussion at the meeting on Tuesday morning, December 29, 1925:

Mr. Belden: We are out for 10,000 members. Haven't we reason to believe that with proper effort we can far exceed that? Shouldn't there be undertaken a concentrated drive for new memberships of various types? Here is a whole field of library trustees that has scarcely been touched.

Miss Bogle: Emphasize contributing and sustaining memberships.

Miss Tobitt: I wonder if all those who became life members at \$25.00 would not be willing to add the other \$25.00?

Mr. Tweedell: One thousand new \$4.00 members equals \$4,000. That means \$80,000 endowment.

Mr. Compton: We might ask a good many \$2.00 members to change to the \$4.00 basis.

Mr. Belden: Should we get expert help?

Miss Tobitt: Do it ourselves through state associations. Go after each individual.

Mr. Belden: There might be a large committee representing the whole country also regional meetings. Many club and association meetings will be held during the year. This matter should be presented.

Mr. Bishop: Get approval of the Council at the appropriate time.

Mr. Compton: Finish the Fiftieth Anniversary Fund Campaign before starting on the Endowment.

Mr. Hopper: Get people interested at the March 5th Atlantic City meeting.

Mr. Bishop: Take advantage also of the April 22nd meeting at Signal Mountain.

Mr. Ferguson: California holds district meetings in the spring.

There was some discussion as to whether it would be an advantage to ask for contributions for an A.L.A. Headquarters building. The general feeling seemed to be against making a special appeal for a building fund.

There was some discussion of campaign expenses. Somebody spoke of \$5,000 but Mr. Compton was sure that would not be enough.

- Mr. Belden emphasized the necessity of getting expert help.
- Mr. Bishop: Gifts might depend on the time and terms of payment. Reach people already interested. Some who remember the War Service may be interested.
- Mr. Hopper: Get trustees as life members. Some will pay more than \$50.00
- Mr. Ferguson: Get the advice of others who have had experts.
- Mr. Walter: Avoid commercial experts. Have a nation-wide committee.
- Mr. Tweedell: Get the whole Association back of the Executive Board. The President should write letters to former members of the Council, etc. Get the advice of experienced people.

4,000 new members @ \$4.00 =	\$16,000.00	
\$16.00 capitalized =		\$320,000.00
\$10.00 gift from each member =		60,000.00
		<u>\$380,000.00</u>
To be raised outside.....		620,000.00
	Total.....	\$1,000,000.00

- Mr. Reece: Get trustees as life members.
- Mr. Belden: Add more and stronger members to the Membership Committee.
- Mrs. Earl: Ask the help of the executive committees of the library and trustees associations in the several states.
- Miss Tobitt: Use the state associations.
- Mr. Compton: Get the membership campaign started early. Time is short.
- Mr. Koch: Northwestern got expert and went out after five or six million - raised nine and one-half millions. Largest gifts came as a result of well printed booklets sent by mail. University of Chicago is using similar methods. Northwestern has dropped the expert; now employs a graduate of the University. Is getting out a very beautiful booklet. The publicity work is supervised by the chairman of a committee of trustees - experienced publicity man.

There was a general impression that there should be an advisory committee of non-librarians.

Many suggestions were made about the working committee. It might be the Executive Board, or an Executive Board committee, or a special committee. No conclusion.

- Mr. Walter: Allow librarians to solicit funds outside of their own territory.

GARDNER HUNTING
54 MILWAUKEE AVENUE
BETHEL, CONN.

April 11, 1925

Attention Mr. Milam

American Library Association
Chicago, Illinois

Gentlemen:

If I can secure an endowment for the purpose of offering a series of generous annual prizes for the best fiction, long and short, for young people, to be given in similar manner to that of the present Pulitzer prizes in the Adult field, administered by proper personnel and under wise restrictions, will the American Library Association undertake to make the awards as it now awards the Newbery Medal?

I have worked out a detailed plan, which has been personally studied and endorsed by Mr. Claude G. Leland, Superintendent of Public School Libraries of New York City, and by Mr. Franklin K. Matthews, head of the Boy Scout Libraries. In it the prize awards form the nucleus of organization for the added purpose of carrying on a perpetual campaign of publicity upon the problem of "juvenile" reading, the inspiration of parents to more careful selection of books and periodicals for their children, the persuasion of reviewers to take juvenile books seriously and the stimulation of writers, old and new, to give of their best to this field. The purpose is, not to supplant or interfere with any existing allied effort, but to create funds and assemble intelligent workers to render efficient aid to every purpose that can utilize them to aid the common end. The plan is wide in scope, the detail well considered, I believe.

I will greatly appreciate your assent, your criticism, your endorsement or your investigation.

Sincerely

/s/ Gardner Hunting

References:

Harper & Bros., New York--49 East 33rd Street (Mr. W. H. Briggs)
Mr. Claude G. Leland, Bayside, L. I., N.Y.
Mr. Franklin K. Matthews, Boy Scouts of America, 200 Fifth Avenue,
New York, N.Y.

GARDNER HUNTING
54 MILWAUKEE AVENUE
BETHEL, CONN.

April 16, 1925

My dear Mr. Milam:

Thank you for your letter of April 14, in which you say you will discuss my plan for prizes for juvenile literature with your confreres.

I am enclosing a prospectus as it was prepared for approach to financial backers.

I realize that I am asking much of your great organization, but if this plan can be put into execution I trust it will greatly strengthen your hands in this direction -- which is its fundamental purpose.

I am grateful to you for your attention, and hold myself ready to give you any and all other information possible.

Sincerely,

/s/ GARDNER HUNTING

I. Young people's thirst for entertainment will be supplied. The mind, like the body, absorbs most quickly and thoroughly that which an appetite craves. In the field of juvenile fiction lies at once one of the greatest opportunities to benefit the rising generation and one of the greatest menaces to its welfare.

II. The present supply of fiction that will both entertain and inspire is inadequate. The deficiency is largely made up by fiction which entertains while it gives false or vicious ideas of life. For hundreds of pages of really good fiction supplied there are millions of pages of trash, or worse.

III. Many scattered influences are now concerned in the betterment of literature for young people. Much that they do is abortive; much needs crystallization, centralization, intelligent direction; much service is perfunctory; many opportunities are wholly neglected. Ignorant or indifferent powers in this field need educating, stimulating, waking up and keeping awake to responsibility and opportunity.

IV. Without attacking any existing institutions, good or bad, or passing judgment upon them, the appended plan is proposed for the creation of an organization to promote in every possible way good literature--especially good fiction and its immediate allies--for young people, and by this constructive means to discourage inferior and injurious productions; the standards to be fixed by the best authorities available, responsible to those whose financial assistance makes it possible. As a primary nucleus around which to center its activities, but only as such, the award of prizes for juvenile literature, similar to the Pulitzer Prizes in the adult field, is suggested. Attendant, outgrowing enterprises, naturally fostered under such a parent undertaking are multifarious, and in aggregate offer opportunity for wielding a power incalculably great and far-reaching. The plan presupposes eventual permanent support by solicited endowment, or creation of a large contributing membership organization.

V. It is estimated that this plan can be put into practical operation with an initial expenditure of \$50,000 per year for three years. A detailed outline follows:

SUGGESTING A PERPETUAL CAMPAIGN FOR GOOD LITERATURE FOR YOUNG PEOPLE.

Students in the field of literature for young people in this country agree that, while a number of good books are produced annually for boys and girls, and a number of periodicals are published monthly or weekly containing excellent material for their entertainment and instruction, a great opportunity exists here for constructive work that can have a profound influence upon the ideals, standards and character of young readers.

Open minded observers, who survey the whole situation and who are familiar with the developments of a quarter of a century, reiterate the statement that the supply of reading matter that at once entices youthful interest and furnishes sound food for youthful thought is sadly inadequate to the need.

It is generally admitted that, next to home and school, there is nothing in the life of a child that so deeply affects his welfare as the quality of the reading matter to which he turns for interest and recreation. Instruction received in home and school is largely confirmed or erased by what a boy or girl finds held up as true, useful or admirable in the fiction available. Conceptions of conditions of life to be faced and of the qualities required to meet them are gathered to a very

large extent from "stories", because stories are presented as pictures of life which boys and girls readily accept when attractively offered. If true to life, they are valuable as means of preparing young people for it; if false, their impressions can only be corrected by painful experience. Aspirations, ambitions, and purposes are largely molded by hero-worship; and, more often than not, the hero worshipped is a composite from the pages of fiction.

These things are largely self-evident. So is the fact that the fathers and mothers, citizens of America of tomorrow, are imbibing their standards today. It is so obvious a fact, but one easily ascertainable, that the average parent of today gives at best only casual attention to what his children read. The average salesman at bookstores is but slightly informed and not profoundly interested in the character of the books he sells for children. Teachers and librarians, usually well qualified and earnestly and conscientiously concerned for the mental welfare of the children who come into contact with them, have only a secondary influence upon the problem of their reading. Some publishers hold high standards and some are influenced only by commercial considerations in their selection of material for publication. There is a mass of indifferent, "merely" false, and actually vicious printed matter aimed at the so-called juvenile market--pointless fiction, fiction which pictures wholly unreal situations and characters, and fiction which holds up objectional traits and traits as humorous, or crime and criminals to sympathy and admiration. Literally millions of pages of so-called juvenile literature directly depicts vulgarity as funny, teaches disrespect to parents and disregard of law, strikes in one way or another at simply decent standards of taste and regard for the rights of others.

No man or woman who has a modicum of understanding of young people's wants would emasculate their literature, or imagine it possible to hold the interest of young readers in anything obviously built upon sermonizing or homiletic lines; nobody who is familiar with the factors in this problem desires to present fiction that deals in mere moralizing, in mere poetic justice, or in any other merely "elevating" commodity, which would be quite as false in its way as commendation of the Smart Alec glorification of the criminal, and little if any more valuable for the ultimate purpose. But truth in fiction for young people is a highly desirable thing from every point of view, and a thing that can be fascinatingly presented. And all classes of critics of present conditions would doubtless advocate any method by which such a end could be promoted.

It is not the aim of the present writer to attack any book or periodical, or class of books or periodicals. It is not the purpose of this paper to pass judgment upon any example of fiction, or the productions allied to fiction, designed to attract youthful interest. There is comparatively little power in destructive methods. It is the immediate purpose to present a condition and a need; and a suggestion that seems suitable to improve the one and meet the other in at least a way which has not previously been attempted.

Granted, then, that the element of truthful presentation of life in fiction for young people is desirable within the limits suited to their ages; that high standards and ideals are worth inculcating in upcoming generations; and that inspiration is as genuinely a factor in education as in instruction in hygiene or mathematics--and that any opportunity for advancing these ends is to be welcomed-- the following is offered as a practical method of promoting the production of books and periodicals which will forward these purposes with an effect that will justify the expenditure of the money and effort required:

is proposed

That a Foundation be established, sufficiently endowed to put into the field a group of adequately salaried workers, whose sole interest will be to use every available means to promote good (not merely better) reading for young people; That the workers be chosen for their intelligent grasp of the problem involved, their sympathetic interest in the purposes proposed, their enthusiasm for the possibilities of achieving those purposes, and their natural fitness for the activities necessary and possible in developing and carrying on such an enterprise;

That an organization be effected and headquarters be established for these workers, and that an elastic program be adopted for their execution, subject to development, change and improvement as experience suggests;

That such selection of workers and formation of organization be made with the primary understanding that the spirit of the personnel and the malleability of the working methods will constitute the chief elements in their success;

That salaries, expenses and funds for the various undertakings be sufficient to insure freedom from financial cramping of legitimate aims within the avowed purpose;

That a board, or committee, responsible only to the endowing individuals or organization, have complete control of the finances of the Foundation--this board to be formed preferably of the workers themselves actively engaged in the enterprise, but certainly of persons selected for the same considerations of fitness and sympathy that governs selection of the workers.

That, for the purposes of public announcement, and as a practical nucleus around which to center activities of the organization, a series of prizes, similar to the Pulitzer Prizes for adult literary productions, etc., be offered in the juvenile field, upon a plan somewhat as follows:

A first, second and third prize, and two or three honorable mentions, to be awarded annually to each of the following:

- THE BEST BOOK FOR BOYS (Ages 12 to 17)
- THE BEST BOOKS FOR GIRLS (Same ages)
- THE BEST BOOK FOR CHILDREN (Babyhood to 12)
- THE BEST SHORT STORY FOR EACH CLASS
- THE BEST NON-FICTION ARTICLE FOR EACH CLASS
- THE BEST EDITORIAL FOR EACH CLASS

and quite possibly still others. The awards to go to the authors of the best stories etc. published anywhere, by anybody, in America. Judges should be entirely outside the Foundation organization, which should have no part in choosing the prize-winners and no expression of opinion upon the awards. These judges, however, should be chosen by the Foundation, and with a view to enlisting the vital interest of some powerful group or organization that could materially co-operate in forwarding the fundamental purpose--such organization, for instance, as the American Library Association. It is

It is suggested that an important consideration is to induce literary reviewers on magazines and newspapers, who now generally treat juveniles perfunctorily, to treat them seriously; and this purpose should be considered in connection with the selection of judges for these prize awards. Other organizations, as Teachers Associations, Federation of Women's Clubs, etc. should be thought of. The possibility and value of securing the votes of the young readers themselves should be weighed. Methods of handling the details of this cannot be discussed here, except to hint that simplification can be secured by following a method of nominations of competing stories in each class, which shall first be sifted by organizations primarily interested in that class. An editor of a juvenile publication, for instance, can himself select the best story printed in his own periodical and submit it to compete with stories, similarly selected by other editors from their year's issues for the final award. Librarians may secure votes in their own localities for nominations in book competitions. A method similar to that used in selection of the "best sellers" may be devised. These matters are mentioned to show the feasibility of prize-awarding without involving the central organization in overwhelming labor or expenses. It should be a constant aim in seeking co-operation to use any legitimate means to interest any influential group to forward the cause.

The prizes offered should be generous enough to make talk and attract attention. It is suggested that at least Two Thousand Dollars as first annual prize in each class of books, and Five Hundred Dollars as first prize for short stories, be taken as a tentative working basis.

The first effect of announcement of such a prize-list would be publicity--criticism and comment, favorable and unfavorable. And publicity for the cause should be one of the prime aims at all times, promoted by every device, direct and indirect, open and secret, that can be invented within the limits of dignity and fair play. An aim should be to make people, high and low, far and wide, think about juvenile literature. A principle department of the organization should be devoted exclusively to publicity--and the field here offers opportunity to genius and ingenuity. Indeed, such publicity is one of the most valuable results to be anticipated.

The prize announcement would immediately attract writers who are already in the juvenile field; other first class writers who may be persuaded to turn their talents to the production of the finest type of stories for young people as part of their output; and new writers who are ^{just} finding themselves and their fields. It might increase the bulk of juvenile literature; but at the same time it would tend inevitably to tighten the lines of choice of material in publishing houses and editorial offices--spurring writers in turn to meet the new demand. It would stimulate reviewers to take juvenile literature seriously. It would furnish at least the basis for sympathetic coupling of efforts with any organization now even partially interested in the general purpose, such as the Publisher's Association, in the promotion of Children's Book Week; the Federation of Women's Clubs, in their regular programs along this line; the Rotarians and other civic clubs, in their welfare work; the Child Welfare Association; the Parent Teachers' Association; the Boy Scouts, in their special activities; the American Library Association in their award of the Embury Medal for Mr. Melcher and in their multifarious other undertakings. There should be no narrow jealousies, or fears of promoting others' pecuniary profits, but an open-handed aid to every effort to attain our end, no matter where initiated--not necessarily financially, but morally and physically whenever possible. Publications of all sorts, from juvenile periodicals, religious press, educational and literary journals, to the great dailies and general magazines, could be induced or intrigued, consciously or unconsciously to join a perpetual campaign, stimulated and kept alive by the annual recurrence of the awards and by the constant deliberate stirring of discussion, frank or oblique, promoted by the Foundation.

The ramifications of other results and of the consequent activities readily suggesting themselves for Foundation workers are many and include everything from providing programs and speakers for city clubs to devising methods for country churches to secure Sunday School Libraries; from forwarding the public and private education of parents in selection of juvenile books and papers for the family, to interesting the employers of young people to consider the good reading element in their welfare work; from giving prize-winners the enormous benefit of resultant publicity in increasing the sale of their books, to inducing the writers and houses now producing indifferent or objectionable material to see the light.

The work of the Foundation should be to forward in every conceivable way, within its financial means and the devotion of its workers, the element of inspiration of high ideals, standards, activities, in young people, primarily through the quality of publications designed for their consumption and by means of interesting them in those publications. A steady, persistent, far-reaching and continuous, constructive campaign!

It is also suggested tentatively, as a development, that a Hall of Fame could be established, with which could be associated a series of ultimate prizes similar to the Nobel Prizes, for writers and editors making the greatest contributions to juvenile literature in a decade--or for any extraordinary contribution, in the view of duly constituted authority, without limit of definite period.

Such Foundation as suggested should be permanent. It could be established temporarily by gift of individuals or organization, until wealthy patrons could be won, or until a general popular subscription or membership could be created to make endowment permanent. The sums necessary for prize awards and for support of the organization to administer them and promote publicity and allied activities can be readily estimated by any experienced person. It is suggested that the primary idea could be initiated on an annual income of fifty thousand dollars--with ultimate endowment ideals set as high as possible without causing top-heaviness.

Finally, it is urged that nothing in this proposal can fairly be considered extravagant until its demands outrun the demands of movements for the promotion of good health and good schooling for children. Any argument that it will be hard to trace concrete good results from such an enterprise will apply equally to efforts for promotion of health, education and other departments of child welfare. If anyone argues adversely that much is now being done along these lines, such argument might as well halt fresh efforts to stop child-labor. With all that is now being done to give children good food, many are still suffering from under-nourishment; any hospital will furnish proof of that. With all our good schools, many young people still come up into wage-earning employment, startlingly lacking in simple ability to compute and spell; any business office will furnish proof of that. With all our public and private playgrounds, many boys and girls grow up under-developed; any life-insurance statistics will substantiate that. And with all our present supply of good reading for young readers, large numbers of them are coming to manhood and womanhood without aspirations or inspirations; police records appallingly illustrate that. The aim of this suggested foundation is to supplant nothing, to interfere with nothing, but to create and perpetuate an organized power to initiate and support movements for supplying lacks in this field, and for encouraging existing agencies.

This plan is completely elastic. It is open to criticism, emendation and expansion. It is to be hoped that it does not suggest contraction. It would be useless to attempt its execution by half measure. Its influence will depend utterly, as with all similar undertakings, upon the whole-heartedness of its inception and prosecution. The writer of these pages would consider it a great opportunity to become permanently associated with such an activity, but offers this idea for consideration without reference to that personal desire.

A Foundation with the unprejudiced aim of encouraging boys and girls to form standards, ideals and purposes ^{such} as we desire to see in our Americans of tomorrow is the whole suggestion in brief. We have three factors in child-welfare: Health, Education and Inspiration; the aim of this Foundation would be primarily to promote The Third Factor, but it would bear a hand mightily in the other two.

Respectfully submitted

/s/ Gardner Hunting

The writer refers, as to his present activities and aims to

- Harper & Bros., 49 E. 33rd St., New York (Mr. W. H. Briggs)
- The Youth's Companion, Boston, Mass. (Mr. Arthur Standood Pier)
- The American Boy, Detroit (Mr. Griffith Ogdon Ellis)
- Mr. Claude G. Leland, Supt. Public School Libraries, New York
- Mr. Franklin K. Mathews, Head of Boy Scout Libraries, 200 Fifth Ave., N.Y.

AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting

The Drake, Chicago, Illinois
December 29, 1925
2:30 p.m.

A second session of the Executive Board was held in The Drake, Chicago, Illinois, Tuesday, December 29, 1925, 2:30 p.m.

Present: President Belden, W. W. Bishop, C. H. Compton, Mrs. Elizabeth Claypool Earl, M. J. Ferguson, F. F. Hopper, T. W. Koch, E. J. Reece, Edith Tobitt, E. D. Tweedell, F. K. Walter, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

American Face Brick Association Architectural Contest. Joseph L. Wheeler appeared before the Board and stated that at his request the American Face Brick Association was planning to conduct a contest for a small branch library designed for the city library system. He said that the American Face Brick Association expected to spend about \$1,200 for prizes and for the contest and probably \$2,000 more for publicity and miscellaneous expenses. They would like to have the American Library Association appoint a Committee to assist in drafting a statement setting down the principles and the details of the problem. Mr. Wheeler recommended that the Executive Board appoint such Committee.

VOTED, That a Committee be appointed to cooperate with the American Face Brick Association in conducting a contest for a library design.

* Budget, 1926. The budget submitted at the morning session was considered in detail. It was understood, however, that the budget was not in its final form and it was

VOTED, That the budget be referred to the Chairman of the Finance Committee and the Treasurer and that it be submitted with their recommendations to the Board for action by correspondence.

Books for Everybody Fund. On the recommendation of, the Treasurer and Secretary it was

VOTED, That the balance in the Books for Everybody Fund and any further payments to this fund be transferred to the Endowment Fund and the Books for Everybody Fund account closed.

Fiftieth Anniversary Plans.

VOTED, That the budget and the statement of plans as presented in the December A.L.A. Bulletin be approved. Exhibit E.

* For Budget see Exhibit A of Minutes of meeting of Oct. 29, 1926, 10:10 a.m.

Executive Board Minutes
December 29, 1925. 2:30 p.m.

Proposed Study of Reading Habits. The Secretary spoke of the Conference between Dean William S. Gray of the University of Chicago, Dr. William F. Russell of Teachers College, Columbia University, Mr. Dickerson and himself on December 18 for the discussion of the possibility of making a study of the methods of developing permanent reading habits. Mr. Dickerson's memorandum of the conference is attached as Exhibit F.

The Secretary recommended that the Executive Board authorize an appropriation of \$200.00 to make possible a further investigation by Mr. W.F. Rasche, a graduate student at the University of Chicago, of the various methods used by teachers, school librarians, children's librarians and perhaps other agencies, to promote reading and to develop habits of reading, it being understood that Mr. Rasche would investigate available literature on the subject, study the agencies in a preliminary way and make available to the A.L.A. a report of his findings.

VOTED, That \$200.00 be appropriated, \$100.00 from the contingent fund in the Carnegie Corporation fund budget and \$100.00 from the Adult Education Funds, the latter subject to the approval of the Commission on the Library and Adult Education.

Trustees of the Endowment Funds. The Secretary reported that a meeting of the Trustees of the Endowment Funds was held on December 22 and that Harry A. Wheeler was elected chairman; that the First Trust and Savings Bank was approved as depository for the funds and that the statement of the origin and purposes of the Endowment Funds, approved by the Executive Board at its meeting on October 19, was accepted; that the Secretary was asked to submit it to an attorney who would be requested to draw up a brief statement of the purposes of each endowment fund which could then be submitted to the A.L.A. for approval and which would thereafter be a guide to the Trustees and to the Executive Board in handling Endowment Funds. It was further stated that the proposed amendment of the A.L.A. Constitution which was approved by the Executive Board on October 19 was also to be submitted to the attorney for recommendation.

Paris Library School. Miss Bogle being called upon for a report of progress on the Paris Library School, stated that the second year had opened in October, 1925, with more applications for admission than could be accepted; that the applicants represented twenty-one different countries; that many of the new students had been sent by the students of last year or by the employers of the students of last year; that the course had been slightly modified; that the French faculty and the French advisory committee now believe that the School should be international in character; that much interest in the School is to be found in Germany, Czecho-Slovakia and other countries. She stated that the Secretary and the Assistant Secretary had called upon Dr. Wickliffe Rose, President of the International Education Board, New York, and that he had given his consent to the presentation by the A.L.A. of a request for funds for the School for the next three years. No action.

Functions of the Librarian of the American Library in Paris. The following minute was unanimously approved on motion of Mr. Bishop, Chairman of the Executive Board Sub-Committee on International Affairs:

Executive Board Minutes
December 29, 1925. 2:30 p.m.

"The Librarian of the American Library in Paris is also the European representative of the A.L.A.

"In addition to his duties as the director of the Library, which may eventually ~~include~~ include the Paris Library School as a division or department, he is in a position to perform many important functions.

"He should be in constant touch with the Brussels Institute, the new Paris Institute, the League of Nations Committee on Intellectual Co-operation, the library for American Studies in Italy and the various other agencies in Western Europe with which American librarians should be kept in touch. It should be on his recommendation that the A.L.A. would take steps leading to definite co-operation.

"He should gather and transmit to libraries and other institutions and to individuals in this country facts, and to some extent documents for their use.

"He should be the man to whom educators in Western Europe would turn for information about American library practice. He should make known to American librarians the literature and all important developments in the field of bibliography and library economy. He would represent American librarianship to Europe. He would also represent American thought in some measure.

"Such a man at the head of the American Library in Paris, perhaps also honorary director of the Paris Library School and European representative of the A.L.A., would make it possible for the A.L.A. to do its small share in promoting international goodwill."

There was some discussion as to whether the statement should be given publicity. It was finally agreed that publication should be deferred.

Inventory of Publications. The Secretary presented an informal report.

Exhibit G.
Letter from Dr. Waldo G. Leland. Dr. Leland's letter of December 7 was read to the Board. Exhibit H.

Negro Library Service. The Secretary stated that the Report on Negro Library Service had been prepared largely for Dr. Francis W. Shepardson, director of the Julius Rosenwald Fund. Exhibit I. Dr. Shepardson had informed the Secretary early in 1925 that his own investigation had indicated that the time was not ripe for the development of Negro libraries.

The Secretary stated that in a more recent interview he had learned that the Rosenwald Fund is seriously considering a plan for encouraging the development of small school libraries in the Rosenwald Schools in the South.

Executive Board Minutes
December 29, 1925. 2:30 p.m.

The Secretary's letter of November 13, 1925, to Dr. Shepardson, suggesting modifications of the plan was presented to the Board. Exhibit J. Also Dr. Shepardson's letter of November 24, 1925. Exhibit K.

1927 Conference. President Belden stated that invitations had been received from the Chamber of Commerce in Buffalo and Mr. George H. Locke, librarian of the Toronto Public Library. After some discussion it was unanimously

VOTED, That the Board, on behalf of the Association accepts the invitation from Toronto and that the 1927 meeting of the American Library Association be held in that city.

Librarian's Appeal to the Teacher. The Secretary reported that the Commission on the Library and Adult Education at its meeting on September voted that the "librarian's appeal to the teacher" be referred to the Executive Board for recommendation or approval.

It was also reported that Dr. William F. Russell had examined the appeal and considered it excellent in most respects. He thought it might wisely be issued ^{jointly} by the A.L.A. and the N.E.A. A copy of the appeal is attached as Exhibit L.

VOTED, That the Executive Board approves the "librarian's appeal to the teacher" for use by the Commission on the Library and Adult Education.

The meeting adjourned.

Respectfully submitted

Carl H. Milam
Secretary

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FIFTIETH ANNIVERSARY OF THE AMERICAN LIBRARY ASSOCIATION

A YEAR OF LIBRARY ACHIEVEMENT

The Fiftieth Anniversary conference next October will be the greatest in the history of the Association. But the Fiftieth Anniversary is not merely nor primarily a festive celebration for the fortunate minority of librarians and trustees who can get to Atlantic City and Philadelphia. Its greatest significance will be measured by the degree to which 1926 can be made in every community a year of library achievement. It will strengthen the tie between the library and its patrons. It will make people everywhere appreciate the contribution of their own library to the life of the community and to fifty years of library progress.

The A.L.A. plans to do its part in making 1926 a year of unusual library achievement. A program for your library might take shape around some one, or a number of objectives such as:

1. An exhibit during the year which will illustrate your own library's development and library progress generally.
2. An article on the history of your library for publication in local papers.
3. More library publicity of every sort.

4. Increased support for the library.
5. A campaign for more library patrons.
6. A larger circulation of better books.
7. More emphasis on library work with children.
8. More emphasis on development of reading habits.
9. Special efforts to reach boys and girls out of school.
10. Extension and improvement of your adult education service.
11. County or other rural library extension.

To assist the individual library the A.L.A. proposes:

1. To issue a small bulletin about once a month so that libraries and librarians can keep in close touch with A.L.A. news and Fiftieth Anniversary plans.
2. To print posters and placards which can be used by libraries as a part of the local anniversary exhibit.
3. To prepare a moving picture film for use by libraries.
4. To back up the local library program by obtaining general magazine, newspaper and radio publicity which will draw public attention and interest to the library and make local efforts more effective.

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An exhibit in your library will give you a chance to tell your patrons, with pictures and placards, the story of the library's progress; to show them the service their State Library or State Library Commission stands ready to give them; to show how the work of the American Library Association relates itself to library service in your community (the "Reading with a Purpose" courses are a concrete example); to make your patrons realize what other libraries are doing and what your library should be enabled to do for the mental development and happiness of your community. The A.L.A. posters and placards will tell the story of the A.L.A. and the library movement. Library commissions or other state agencies will be urged to prepare posters which will show how the state aids in library service.

GENERAL LIBRARY PUBLICITY

The effort to make the people of the United States and Canada conscious of the actual and potential service of libraries and of the accomplishments of libraries during the past fifty years can be aided materially by general publicity. It is hoped and expected that scores of librarians and a few special contributors to magazines can be persuaded to write articles which the magazines with wide circulation will publish. There should be articles on the history of the A.L.A., the development of libraries, the growth of library work with children, hospital libraries, institution libraries, business libraries, technical departments in libraries, education and librarianship, adult education through the library, county libraries, traveling libraries, state wide library extension, library work with schools, branch library service, co-opera-

tive bibliographic undertakings, relation of the American library movement to the library movement throughout the world, and numerous other aspects of library service.

For magazines with regional or state circulation there can be articles such as "New England's Contribution to the Library Movement," "County Libraries in California" and "Ontario's Part in the American Library Movement."

A few newspapers are giving generous space to articles of general interest on library affairs. Hundreds of newspapers give their space liberally for more localized news items. Special attention devoted to newspaper publicity will yield large returns. There will be more library news in 1926 because libraries will be doing more interesting things than ever before. For the individual library there will be special suggestions from the A. L. A. and perhaps special articles which can be given a local application and released locally.

EXHIBITION AT THE SESQUI-CENTENNIAL IN PHILADELPHIA

The Declaration of Independence was signed in Philadelphia in 1776. The American Library Association was founded in Philadelphia during the celebration of the Centennial in 1876. It is announced that the one hundred and fiftieth Anniversary of the signing of the Declaration of Independence will be celebrated by an exposition in Philadelphia from June to December, 1926. The exposition will be of more limited proportions than at first planned and the amount of money for the proposed A. L. A. exhibit there has been proportionately reduced from our original estimate. The exposition will empha-

size especially educational achievement throughout

Libraries should be people who visit the be made to realize that educational force through and that no educational plete unless it include library service.

Our tentative plan is siderable floor space, be used for the display sand volumes include Catalog, 1926, which given or lent for other half of the divided and to be eral aspects of lib example library w adult education thrc work of the circulat pital libraries, libr departments in libr aries, American etc., etc. Each ex with the advice of speci covered. The object v the exhibit, to tell a v tralia, or Quebec, or children's library work, and how a children's de library works.

The room housing the log will be fitted out a reading room. A librari perience will be put in ch entire period of the exp be on hand to answer the exhibits or about general. There will pr sort of printing device ac tion most of the time, tu ing lists and little circula tion.

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size especially educational and scientific achievement throughout the world.

Libraries should be represented. The people who visit the exposition should be made to realize that libraries are an educational force throughout the country and that no educational program is complete unless it includes provision for library service.

Our tentative plan is to take over considerable floor space, one-half of it to be used for the display of the ten thousand volumes included in the *A. L. A. Catalog, 1926*, which we hope will be given or lent for this occasion; the other half of the space to be subdivided and to be devoted to several aspects of library work, as for example library work with children, adult education through the library, the work of the circulation department, hospital libraries, library buildings, technical departments in libraries, traveling libraries, American Library Association, etc., etc. Each exhibit will be made with the advice of specialists in the field covered. The object will be, through the exhibit, to tell a visitor from Australia, or Quebec, or California what children's library work, for example, is and how a children's department in the library works.

The room housing the *A. L. A. Catalog* will be fitted out as an attractive reading room. A librarian of wide experience will be put in charge during the entire period of the exposition and will be on hand to answer questions about the exhibits or about library work in general. There will probably be some sort of printing device actually in operation most of the time, turning out reading lists and little circulars for distribution.

If the amount of space which is allotted to the A. L. A. necessitates further reduction in the size of the library exhibit as planned, the money saved by such reduction will be used to provide traveling exhibits or to supplement the local exhibits which are expected to be held in libraries all over the country.

PUBLICATIONS

A. L. A. Catalog 1926. A new catalog of 10,000 volumes for library use is now in preparation. This is a new edition of the *A. L. A. Catalog, 1904*, completely revised and brought up to date.

Library Survey. It is anticipated that two volumes of the report of the Library Survey Committee will be ready before October 1926. According to present plans they will cover the broad aspects of library administration and library service in public, college and university libraries.

The Library and Adult Education. The report of the Commission on the Library and Adult Education will be published before October 1926. It will make specific recommendations concerning the method of conducting adult education service in libraries of all types and will include discussion of the whole problem of the library and adult education.

Library Extension. An A. L. A. committee with an executive assistant will assemble during 1926 the important facts about the status of the library movement throughout the United States and Canada. It will also consider and report on the various suggestions which have been or may be made as to ways and means of promoting a more rapid development of libraries in communities now without them. Its report will not

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be monumental in size but is likely to be of great importance, not only in showing what has been accomplished but in pointing the way for further development.

THE FIFTIETH ANNIVERSARY CONFERENCE

The conference of 1926 will be held in Atlantic City and Philadelphia, October 4 to 9. The day of the birth of the A. L. A., October 6, will be celebrated by a special meeting and a reception in Philadelphia. The reception will be held in the Library of the Historical Society of Pennsylvania. It is the same Society, but not the same building, which served as host to the A. L. A. in 1876.

Governments, associations of librarians and bibliographers, individual librarians and others interested are expected to join in the Anniversary Conference. A few foreign governments have already indicated their intention of sending representatives. Several individual librarians in other countries are planning to attend the meeting.

Two general sessions will be devoted to topics of international importance. Besides the five general sessions there will be some forty or fifty group meetings covering a wide range of library interests. Speakers of international reputation will be on the program.

Headquarters for the conference will be at the Ambassador Hotel, Atlantic City. Hotel Chelsea and Ritz-Carlton at Atlantic City will also be available for the delegates.

Special trains will carry the visitors

the short journey from Atlantic City to Philadelphia for the meeting and reception on October 6 and for visits to the Exposition and points of historical interest on October 9.

The 1926 conference will undoubtedly be attended by more people than have ever before attended a library conference.

LIBRARY MOVING PICTURE

Tentative plans for the Fiftieth Anniversary celebration include the preparation of a film showing present-day library activities. A special committee is giving consideration to the problem. If such a film can be produced, as seems probable from investigation already made, it will serve a useful place in many libraries.

It is thought that librarians will find many occasions on which to use a library film—for their exhibits during 1926, also in connection with library talks at all sorts of meetings and for occasional showing at the library. In the smaller places at least it could probably be shown in some of the moving picture houses by special arrangement. In almost any community it could be used to advantage in schools, in churches and at women's club and chamber of commerce meetings. Copies of the film could be either rented or purchased.

RAISING THE NECESSARY MONEY

To do those things described in the previous pages will require from \$30,000 to \$35,000, according to the estimates of the Anniversary Committee Chairman and the Sub-Committee of the

executive Board.
up as follows:

1. Aid to libraries
- posters, placards
- tions for local ce
2. Publicity
3. Exhibit at Phila
4. Library film
5. Unusual confere
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There will also be
funds for printing, pos

The work covered by
the budget are described
7, 8. Item 5 (Unusual
penses) is to cover the e

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executive Board. The budget is made up as follows:

1. Aid to libraries including posters, placards and suggestions for local celebration....	\$ 4,000
2. Publicity	5,000
3. Exhibit at Philadelphia.....	9,000
4. Library film	9,000
5. Unusual conference expenses	2,000
6. Expenses of the campaign for funds	1,000
Total	\$30,000

Estimated amount for anniversary publications presented to subscribers of \$25.00 or more 5,000

The first charge against this fund as a whole after the campaign expenses, will be the salary of an executive assistant on matters pertaining to the Fiftieth Anniversary celebration. Under the general supervision of the Executive Board and Secretary this assistant will plan for the issuing of posters, placards and suggestions for local library exhibits and publicity, assemble and arrange for the publication of general publicity material; and assist the committees in the preparation and installation of the exhibit at Philadelphia, the production of the library film, etc.

To make the Philadelphia exhibit effective, a considerable portion of the money assigned to item no. 3 in the budget will be used in employing an experienced librarian as director of the exhibit during the period of the Sesqui-Centennial celebration.

There will also be an allotment of funds for printing, postage and travel.

The work covered by items 1 to 4 in the budget are described on pages 4, 5, 7, 8. Item 5 (Unusual conference expenses) is to cover the expenses of spe-

cial speakers, perhaps some hospitality to official delegates from other countries, etc.

Several weeks ago Mr. Roden, chairman of the Fiftieth Anniversary Committee, when it became apparent that funds were not to be available from any foundation, sent a letter to a few librarians, asking what the attitude would be if a campaign were made among libraries. The Public Library Board in one city promptly appropriated \$250 for the fund. One librarian replied: "I am glad to advise you that I think . . . we will be in a position to contribute the one thousand dollars, which you solicit from this city."

Another wrote: "Your letter with regard to the raising of money for the A. L. A. celebration was read both at our last meeting of department heads and at our Board meeting yesterday. Everyone agrees that I shall be perfectly safe in assuring you that this city will raise the one thousand dollars that has been assigned to us as our share of the expenses. We will settle on ways and means later but you need have no fear of the result. We understand of course that other cities will also agree to raise their quotas."

The librarian of another large library reported to Mr. Roden his willingness to assume responsibility for one thousand dollars. A smaller library has not only promised the quota suggested but has already raised a fair portion of its fund.

Two personal subscriptions of one hundred dollars each have been received from librarians. One cash contribution of twenty-five dollars came a few days ago.

All of these results have come from

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very limited preliminary discussion, before actual solicitation was begun.

On the basis of these replies to Mr. Roden's letter and with the feeling that the Association cannot let this occasion pass without a due observance, the Executive Board voted to make this appeal to you.

WHERE THE MONEY SHOULD COME FROM

1. *The Library.* Every library has had a part in the library movement which this occasion celebrates; every library can benefit from the local celebration, the general and local publicity, the exhibit at Philadelphia, the library film and the Fiftieth Anniversary conference. Surely \$30,000 or \$35,000 expended for the Fiftieth Anniversary in the ways described in this Bulletin will extend in a marked way the usefulness of libraries in the United States and Canada and should bring increased appropriations to many libraries. Every library which makes a contribution of \$25.00 or more from library funds will receive certain anniversary publications as well as the placards and posters for local use.

2. *Trustees and Friends of Libraries.* It is not suggested that there be a general solicitation of funds from the public but trustees, former trustees and other friends of libraries will undoubtedly wish their community and their library to have a creditable part in the Fiftieth Anniversary and will wish to contribute. It is suggested that one member of the Board be asked to be responsible for presenting this matter to other members either individually or collectively.

3. *Librarians.* In addition to both of the above sources the Executive Board believes that library workers will wish

to contribute personally to this fund. President Belden suggests that for individual contributions a library worker might give an amount equal at least to one day's salary. However, this is a matter for each individual to decide. Gifts in any amount will be appreciated.

Contributions from librarians should be made as a unit from one library or from a group of libraries working together through a library club or special committee. A special committee appointed from the staff or from the club is suggested as one of the most effective ways of securing funds. Such a committee should present the matter to all A. L. A. members and other librarians. This committee should also solicit funds from libraries, library trustees, and other friends of libraries, if such solicitation has not been otherwise provided for.

The important thing is that every librarian should understand fully the significance of the Fiftieth Anniversary and the possibility it holds of strengthening the profession in public esteem.

Every library or institution appropriating \$25.00 or more from library or institution funds and every individual contributing \$25.00 or more is entitled to receive one set of the A. L. A. Fiftieth Anniversary publications in a special Anniversary edition. It is believed that the larger libraries will pay more; that only the very small library will pay \$25.00; that the medium sized library will pay \$50.00 to \$200.00, according to its ability; and that the very large library will pay \$250.00 to \$1,000.00. The Fiftieth Anniversary publications will consist of the *A. L. A. Catalog, 1926*; two volumes of *The Survey*, the *Report of the Commission on the Library and Adult Education*; the *Report*

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BULLETIN

of the Committee on Library Extension.

It is to be understood that this appeal for subscriptions is in no sense an *assessment* against libraries, librarians or others. All contributions should come on a voluntary basis.

Subscriptions should be made payable to Edward D. Tweedell, Treasurer of the A. L. A., 86 E. Randolph Street, Chicago, Illinois. All subscriptions should be received by February 15, and all payments completed by May 1, 1926.

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THE American Library Association held its first meeting in the rooms of the Philadelphia Historical Society, where we were gathered together again so pleasantly last evening. There were present 104 members, of whom 13 were women. These represented 16 states and the District of Columbia. The number of libraries represented was almost 100, and included school and college, proprietary, endowed, and public libraries.

(See December

The Association was welcomed at its first session by John William Wallace, president of the Society, in an address in which, after cordially greeting them and referring to the circumstances that attended the meeting, he outlined with remarkable prescience those problems which librarians, both individually and in our Association, have since been striving to solve.

The papers read were upon such practical subjects as cataloging, indexing, bibliography, book sizes, copyright, the qualifications of the librarian and his relations to readers, and the still broader subject of the status of the library in the community. Before adjourning the Association effected a permanent organization, elected officers and appointed a committee on finance and one on co-operation; and in naming this last committee it indicated the means of progress and sounded the keynote of success.—From Address of the President, William Howard Brett, at A. L. A. Conference in Philadelphia in 1897.

EXHIBIT E

(See December, 1925, Bulletin, pages A-25 to A-31)

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EXHIBIT F

Memorandum

December 18, 1925

Dean William S. Gray of the University of Chicago, Dr. Will Russell of Teachers College, Mr. Milam, and Mr. Dickerson held a luncheon conference December 11, 1925, to discuss the possibility of a study of methods of developing permanent reading habits.

Dr. Gray stated that so far as he knew no studies have been made which will show what methods of teaching and of using libraries have been most successful or even influential in influencing voluntary reading. Several hundred studies have been made of the technique of reading; some studies have been made also which show what pupils and older people read, but these have no bearing on teaching methods.

Dr. Gray's definition of the essential objective of teaching reading is virtually the same as that which appears on pages 9-10 of the Report of the National Committee on Reading:

"The primary purpose of reading in school is to extend the experience of boys and girls, to stimulate their thinking powers, and to elevate their tastes. The ultimate aim of instruction in reading is to enable the reader to participate intelligently in the thought life of the world and appreciatively in its recreational activities. Another objective is to develop strong motives for and permanent interests in reading that will inspire the present and future life of the reader and provide for the wholesome use of leisure time."

Dr. Gray believed a study of the development of reading habits should be made. He thought this followed logically other studies he has made in the general field. He thought there should be a preliminary study which will summarize existing information on this subject and the outstanding methods now used by teachers and librarians to create an interest in reading. As for the latter aspect, he suggested that we pick from 50 to 100 cities which are known to give the best instruction or to give especially good library service. Dr. Gray might write to the superintendents of schools asking them to describe in a three or four page letter the methods used by teachers and school librarians; we might write to the public libraries where we know those libraries to be doing anything special.

Dr. Gray has with him, as a graduate student this year, Mr. W. F. Rasche from the Milwaukee Vocational School who, last year, made a study of the reading of vocational school students in Milwaukee, and who is now making a similar study of the reading of a small group in Chicago. Dr. Gray believed Mr. Rasche could make the preliminary survey and would be willing to do so provided he were allowed tuition for two terms, amounting to a total of \$150. Correspondence with schools could be conducted by Dr. Gray's office at an expense of about \$50. The combined information of Dr. Gray's office, of our office, and that obtained by Mr. Rasche could be incorporated in a report which could be presented next summer. It would be placed at our disposal for such use as we might make. Such a report would contain suggestions for further study.

December 13, 1925

Memorandum of Conference with Dr. Gray (cont'd)

Mr. Milam believed it might be possible for us to obtain the necessary \$200, taking \$100 from the Contingent Fund and \$100 from Adult Education Fund. This is a matter to be decided at the Mid-Winter Meeting.

Dr. Gray would like to consult with Representatives of the A.L.A. before framing the questions which are to be sent out to school superintendents. Mr. Milam undertook to arrange for a conference which would be attended by Miss Harriet Wood, possibly on January 2, 1926. The advisability of including Mr. Certain, if he were available, was broached.

Dr. Gray believed it would be worth while to follow the preliminary study with a more thorough-going one, combined with experiment. The latter probably would cost from \$25,000 to \$50,000. He was not sure that the Commonwealth Fund would be willing to make an additional grant since it has already provided money for two or three studies which Dr. Gray has made.

Dr. Gray told of some observations he had made of the nonavailability of books in rural schools. He wishes immediately to test in a one-room school in Rock Island County, Illinois, the influence of a collection of 200 books on the reading of students. He would like our assistance in obtaining the 200 books which might constitute a deposit rather than a permanent library. Mr. Milam suggested that probably Miss Price could get the books. This is a matter to be followed up.

Dr. Gray stated that we had generally assumed that the mere presence of books encourages more and better reading; both he and Dr. Russell seemed to think that this was a matter yet to be proved. Dr. Gray referred to certain school libraries in Michigan which were well stocked but apparently had little influence on reading.

Immediate action to follow:

1. Dr. Gray is to write Mr. Milam concerning the advisability of a preliminary study.
2. We are to arrange a conference between Dr. Gray and Miss Harriet Wood about January 2, 1926.
3. Mr. Milam is to present this matter at the proper time to the proper A. L. A. authorities for authorization to proceed with the preliminary study.
4. Mr. Milam is to see whether Miss Price can provide the rural library Dr. Gray wants.

(signed) L.L.DICKERSON

LLD/wj

EXHIBIT G

MEMORANDUM

To Mr. Milam
From Mr. Dooley

In re: INVENTORY OF PUBLICATIONS

Values calculated at average sale price

Cloth Bound	\$17,868.89
Paper Bound	28,253.85
Unbound	<u>8,945.60</u>
	\$55,068.34

Unbound item above contains nearly \$6,000.00 for New Guide to Reference Books. But it does NOT contain anything for A.L.A. Catalog 1912-21 as the value of 2,940 unbound copies of this publication seemed to be of doubtful or uncertain value. At \$3.50 each this title would add \$10,290.00 to the figures above.

October 19, 1925

EXHIBIT H

AMERICAN COUNCIL OF LEARNED SOCIETIES

Member of the

Union Academique Internationale

Office of the Executive Secretary
1133 Woodward Building
Washington, D. C.

December 7, 1925

Dear Mr. Milam:

Thank you very much for your kind note of December 2. I am very glad indeed to learn from you, and from Miss Cooper, that the co-operation which this Council has been able to provide has been of value to the Library Association in so important and interesting an activity as the A.L.A. Catalogue. I am only voicing the wishes of all the members of the ACLS when I say that we earnestly hope that it may be our pleasure to cooperate with the A.L.A. whenever such cooperation would seem to be desirable to your officials. Please therefore have no hesitation in calling upon us at any time when it shall seem that we may be of service.

Very truly yours

/s/ Waldo G. Leland

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

American Library Association

NEGRO LIBRARY SERVICE

A circular letter to secure information regarding "the use of public service for Negroes and qualifications for their work of Negro librarians and assistants" was sent in July 1925 to the following libraries:

*Alabama	Birmingham	Public Library
*Arkansas	Little Rock	Public Library
*Florida	Jacksonville	Public Library
Florida	Tampa	Public Library
*Georgia	Atlanta	Carnegie Library
*Georgia	Columbus	Public Library
*Georgia	Savannah	Carnegie Library
*Indiana	Evansville	Public Library
*Indiana	Indianapolis	Public Library
Kentucky	Louisville	Free Public Library
*Louisiana	New Orleans	Public Library
Massachusetts	Boston	Public Library
*Minnesota	Minneapolis	Public Library
*Minnesota	St. Paul	Public Library
*Missouri	Kansas City	Public Library
North Carolina	Charlotte	Carnegie Library
*North Carolina	Durham	Public Library
*North Carolina	Greensboro	Public Library
*New York	New York	Public Library
*Ohio	Cincinnati	Public Library
*Ohio	Cleveland	Public Library
*South Carolina	Greenville	Public Library
*Tennessee	Chattanooga	Public Library
*Tennessee	Knoxville	Lawson McGhee Library
Tennessee	Memphis	Cossitt Library
Tennessee	Nashville	Carnegie Library
Texas	Fort Worth	Public Library
Texas	Galveston	Rosenberg Library
*Texas	Houston	Public Library
*Texas	San Antonio	Carnegie Library
Virginia	Lynchburg	George M. Jones Memorial
*Virginia	Norfolk	Norfolk Public Library
Virginia	Roanoke	Public Library
West Virginia	Charleston	Public Library

*Reply received.

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American Library Association

NEGRO LIBRARY SERVICE

Summary of digest of twenty-three replies to circular letter of July 7, 1925.

The replies indicate that some form of library service to Negroes is given by all; the South by colored branches; the North, through regular channels; and the border cities, having special branches yet allowing free access to the entire system.

Service to Negroes appears to be a comparatively recent development, fourteen public libraries or branches for Negroes having been opened since 1910 as against four before 1910. These four were in the extreme South: Texas (2), Georgia, and Florida. Of the fourteen opened since 1910, the Houston branch and the independent Negro libraries at Savannah, Durham, Greensboro, were established on Negro initiative. A Negro high school principal was instrumental in the establishment of the Knoxville branch. Indianapolis opened a separate branch because of increased library use by Negroes; four other branches were opened because Negroes desired them. New York City placed colored assistants at the 135th Street branch because the Urban League urged the needs of the increasing Negro population. Seven branches were established on the initiative of public library Boards. Thus, active interest of the Negro seems to have been the cause of establishment of at least half of the libraries.

Circulation and Registration. Among the eleven libraries giving separate statistics, the juvenile circulation exceeds the adult except in two cases. Three libraries report higher adult registration, five higher juvenile, and in two the division is practically even.

Kind of reading. Among adult Negroes the books most read, aside from fiction, are books by and about Negroes, sociology, literature (especially poetry), religion, and craft books. Periodicals edited by and for Negroes are generally popular, also current events' and women's magazines. Fairy tales lead with children. The feeling that Negroes as a whole are not a reading group due to lack of educational opportunities is evident and in some cases a tendency is shown to place the emphasis on service to children and to educated Negro leaders, thereby attempting to reach the masses.

Reference use. The reference use is mainly by pupils, teachers and college students. Some use by women's clubs, ministers and other Negro leaders is reported.

School libraries. All Negro schools in North Carolina have librarians. Inadequate school libraries in New Orleans are augmented by the public library. Other cities report service by the public library, twelve having branches, deposit stations, or classroom libraries in schools, and three giving service directly. Cincinnati, Chattanooga, San Antonio, and Indianapolis have community branches in schools.

Personnel. Sixteen libraries give information as to the educational qualifications of their colored staff personnel. Thirteen have college education, nine some college or normal school work and all but one of the others high school education. Practically all of the college work was done in Negro institutions.

Only two library school graduates are reported. Sixteen have completed a training class or summer course, four at Louisville. Two received their training from the heads of departments of their respective libraries and three were trained by the colored librarian.

NEGRO LIBRARY SERVICE

Previous experience is varied, only four having had library experience. Several ex-teachers, an ex-preacher, one Y.W.C.A. worker, one Y.M.C.A. worker, the wife of a prominent physician and the wife of a prominent insurance man are in the group.

In general, Negro staff members are reported satisfactory, largely on the basis of personal qualities. One library emphasizes the importance of personality and general education over technical training, since technical work can be done at the main library. One librarian feels that due to traits characteristic of the Negro a branch manned by a colored staff cannot be put on the same basis as a white branch. New York City finds its Negro service as satisfactory on the whole as that of the whites.

Negro library school. Ten libraries favor the establishment of a library school for Negroes, three calling it a real need, five feeling greatly the lack of trained librarians, the only ones who comment on location, are decidedly in favor of a southern school, one recommending that it be placed in an established Negro college such as Hampton, or Morehouse College, Atlanta, and another speaking for "a Negro library training school with a corps of specially trained Negro instructors."

Six libraries would grant leave to Negro staff members to attend library school and two might allow full or half pay during a summer course. One northern library where present needs are met by local courses nevertheless advocates a school. One library in the South fears that neither library funds nor salaries would permit attendance of colored workers.

Only three salaries are reported, \$1080, \$1140, and \$1200 as a maximum with or without training. One library suggests \$75 per month as minimum, another \$125 per month as maximum for library school graduates. One southern librarian advocates equal work and responsibility, regardless of race.

Negro library development. Twelve libraries express belief that the time is ripe for the development of Negro library service. One believes that further development should wait upon greater appreciation by the Negro and sees promise in the younger generation, because of their better educational opportunities. Two librarians believe that equal opportunities with whites are due the Negro. Another states that although her library has little real educational value, its existence is justified by its contribution to the Negro's sense of citizenship. A similar reason offered is "Library service to Negroes has a practical and spiritual value in showing them that the whites want to give them justice." Cincinnati finds a real improvement in the type of reading done by school children since the establishment of branches in two Negro schools. New York's experience is that the adult Negro waits for tangible proofs of the library's willingness to extend full privileges to him, then he responds to library service and needs more of it than the library can give. The warning here is that service must not be patronizing or partially informed.

Practical southern interest in Negro library development is shown in the community study now being made by a southern library and by the plan of Miss Lane, white librarian at Talladega College (colored), to conduct classes in library methods which shall fit Negro girls of the state to administer school libraries.

There is evidently great variation in the type of Negro served by the reporting libraries. They range all the way from the intelligent Negro spoken of by northern libraries, to the "very simple soul" found in some of the southern communities.

American Library Association

NEGRO LIBRARY SERVICE

Digest of replies to circular letter July 7, 1925

ALABAMA - Birmingham Lela May Chapman, Vice-Director, Public Library

October 8, 1918 Booker T. Washington branch for Negroes established by public library in response to requests from Negroes for books and information which could not be met by library under existing regulations. In charge of colored personnel from beginning. Later six deposit stations opened in grammar schools, visited by librarian of colored branch.

Registration. 6425; 3351 adult, 3074 juvenile.

Number of volumes. 5948

Circulation. 1923-24 was 48,139, an increase of more than 100% over 1918-19; second highest among eight branches. (Detailed statistics are given.)

Kind of books read. In non-fiction 300's and 800's alternate in popularity. Subjects of particular interest: educational and industrial work, Negro progress, evolution, Negro poetry, particularly Dunbar. Great pride and interest shown in books by Negro authors. One borrower is doing systematic reading to compensate for interrupted college course.

Periodicals. Usual popular magazines are most in demand.

Reference use. Only source of book supply for summer courses conducted by the school each year for Negro teachers. Librarian gives course in use of library to these teachers. Practically every colored teacher and minister are regular patrons. Used extensively by twenty-two Negro women's clubs.

Personnel. First librarian, an ex-soldier, intelligent but without library experience; second, a high school girl with training in Louisville, Kentucky. Both failed because of inherent qualities. Third, a mature colored woman who had served ten years as maid at central library was trained by heads of departments and still serves as assistant librarian. Satisfactory. Present librarian, suggested by local educated Negroes at request of library, is wife of a prominent insurance man, graduate of Talledega College, with no previous library training or experience but industrious, interested, and tactful. Highly satisfactory.

Nowhere to turn for successors to present staff; Negro library school a real need. The plan of Miss Lane, white librarian of Negro college at Talladega to conduct classes in library methods to fit Negro girls for administering school libraries, is a bright prospect. Leave of absence without pay for a long period, probably with half pay for a summer course would gladly be granted by Birmingham to colored assistant for additional training in a library school.

Negro library development. Birmingham colored branch is the only public library for Negroes in Alabama; librarians of other cities are interested but serious financial situation of all libraries in South prevents establishment of special service. Libraries for Negroes are fast becoming a necessity in the South. In the libraries as in schools and churches in the South, the best service is rendered by Negroes who have been trained to administer Negro institutions.

ARKANSAS - Little Rock Beatrice Prall, Librarian, Public Library

Since 1916 a room has been rented in an office building in the Negro district to meet demand of Negroes. Negro librarians in charge.

Number of volumes - 2,000

Circulation - 500 volumes per week average.

Kind of books read. Same selection made as for main library.

Periodicals. Usual popular magazines and one good daily paper.

Reference use. Mainly by Negro students of two local Negro colleges. Students come from all over the state, do a great deal of extra reading and take full advantage of opportunities offered. Librarian telephones main library if unable to locate material requested.

Personnel. Librarian for past five years is colored woman of about 40 years of age, well liked and trusted, not of "pushy" variety. Has college education. Books prepared for shelves at main library. Librarian does filing under supervision.

FLORIDA - Jacksonville Joseph F. Marron, Librarian, Public Library

In 1905 public library opened separate room for Negroes main building. No special demand for service; provided on initiative of Board. Inadequate funds have prevented promotion of service. With adoption of branch program, provision made first for Negro branch; expected to be ready for use January 1926.

Registration. 1925 - 770 or 5.4% of colored population, which is 45.3% of total population of city.

Circulation. Average circulation for 19 years ending 1924 - 7298 volumes.

Kind of books read. For the past three years 58% of the books borrowed by Negroes were fiction.

Reference use. Mainly by adults - teachers and professional people. School reference work shows outside reading.

School libraries. No libraries in Negro schools. Service provided by public library.

Personnel. Colored assistant in charge of room is graduate of local Negro college with three years experience in teaching for which she holds certificate. Very ambitious and resourceful.

If either summer or winter course were established library would grant leave to assistant for study. A graduate of a library course should be worth not less than \$75.00 per month.

Negro library development. Lack of opportunity to train workers for both public and school libraries is greatest factor in preventing development. The South finds it an economic necessity to provide for the welfare of the Negro in the South the advantages for which he would go North.

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GEORGIA - Atlanta Tommie Dora Barker, Librarian, Carnegie Library

August 1921 Auburn branch of the Carnegie Library of Atlanta opened for Negroes. Occupies corner lot in heart of Negro district. Erected at a cost of \$57,700. Funds provided by Carnegie Corporation, City of Atlanta, Fulton County, and white citizens of Atlanta.

Registration. 3381 "live" adult borrowers; 2453 juvenile.

Circulation. 1924 - 18,091. Less than any of three previous years. Juvenile circulation leads adult.

Kind of books read. Adults - fiction, literature, sociology, and religion; juvenile fairy tales. Religious books in steady circulation. Inspirational books, books for the home maker, books either by or about Negroes, or about notable benefactors of the race, and books concerned with the handling of organized children are all popular.

Periodicals. Popular Mechanics, The Crisis, and Literary Digest are preferred.

Reference use. Large amount of school reference work, especially in debate and composition work.

School libraries. No service to the schools by the public library. The schools seem to be making some effort to build up libraries of their own from a fee of 25¢ per year required of each student. The public library is preparing to open a branch in the Negro high school.

Personnel. Librarian has studied at Wilberforce University, Ohio, has taken summer courses, two months at Louisville Public Library learning library routine. She has taught many years.

Assistant Librarian educated at Normal School, Atlanta University. One month at Louisville Public Library learning library routine. Alert, capable person.

Would encourage assistant librarian to attend Negro library school. Would not encourage librarian on account of her age.

GEORGIA - Columbus Mrs. C. L. Gordy, Librarian, Public Library

"No library for Negroes. Negro Y.M.C.A. has very good collection of books. When school opens I am planning to put a collection in one of the Negro schools."

GEORGIA - Savannah P. A. Denegall, (colored) Librarian, Carnegie Library

Library for Negroes established February 26, 1906 by several prominent Negro citizens under the name Savannah Library Association. Through associated efforts Andrew Carnegie gave \$1200 for library building erected in 1914. Name then changed to Carnegie Library. City of Savannah now makes annual appropriation for maintenance. It is under the control of a Board of Trustees appointed by the Mayor.

Registration. 822; 318 adult, 504 juvenile.

Circulation. 1924 - 3,386. Adult 1252, juvenile 2134. Gradual steady increase shown.

Kind of books read. Biography, sociology, books on Negro questions, books by Negro authors, and fiction. Call is about the same as in any public library. Evidence of some systematic reading.

Periodicals. Those dealing with current topics. 28 periodicals subscribed for in addition to best Negro publications.

Reference use. Used extensively by adult Negroes, also by pupils and teachers. The work in the reference section apparently exceeds in activity that of the loan desk. Nature of questions varied; work comparable to that done in any public library.

School libraries. No libraries in Negro schools. Pupils use public library.

Personnel. Librarian has A.B. from College Department of Atlanta University. Took course at University of Chicago in 1914 on "The Technical Methods of Library Science." Ten years library experience.

Negro library development. "The present need is for the establishment and development of public libraries for Negroes in those places where they now have no library privilege...It seems apparent that the demand for Negro librarians should be increased simultaneously."

INDIANA - Indianapolis Corene Ohr, Supervisor of Branches, Public Library

In May 1922 Paul Laurence Dunbar branch of the Public Library established in large room in school in heart of most congested Negro district. Separate entrance. Established to relieve situation at central library. Required great tact at first to convince colored patrons that it was not the first step to debar them from other libraries. Hope to organize another community branch in new West Side high school being planned for colored boys and girls.

Registration. 2196; 879 adult and 1317 juvenile. New registrations 1925 - 445.

Circulation. 1924-1925 - 57,620. Adult 24,035, juvenile 33,585. Increase of 29.5% since branch was opened in 1922.

Kind of books most read. Fiction averaged 39.9% of total circulation in 1924-25. Books by and about Negroes, of which the branch has a special collection, poetry, and religion. Juvenile: Fairy tales, poetry, and travel. Classed books for the past two years made up 76% of the entire juvenile circulation. Several colored men enrolled with the Out-of-School Division for reading courses on Art, Technique, International Relations, French Literature, Business English, Stenography, English Literature, etc.

INDIANA - Indianapolis (cont'd)

Periodicals. Crisis, Opportunity, Journal of Negro History preferred. Fewer unbound periodicals circulated here than at other branches.

Reference use. Mainly with school children. Some with clubs, missionary societies, preachers, and teachers.

School libraries. Supervised deposit stations are maintained in some colored schools, and class room libraries are supplied to others.

Personnel. Librarian attended grade schools in Louisville, Kentucky; Fisk University three years, seven months; Indiana Public Library Commission Training Course six weeks in 1915. Previous experience in Evansville Public Library. Very good material; pleasing personality; has given excellent service. Assistant Librarian is high school graduate who took Commission course in 1924. Planning to go to college in fall. Her sister is taking the summer course in order to help out in the fall.

Commission summer school and public library training course meet all Indianapolis needs at present. A library school for Negroes would however be a fine thing since more and more the higher type of Negro/becoming interested in library work.

LOUISIANA - New Orleans

Henry M. Gill, Librarian, Public Library

Negro branch established October 1915. Carnegie building, site given by city. "A just provision for the Negroes' need as they were denied the right to borrow from any of the white libraries."

Registration. 1924 - 2979 practically all live borrowers.

Circulation. 31,299. Negro Branch serves 110,000 colored population. Main Library with four branches serves 300,000 white population; circulation 702,529

Kind of books read. Character of books issued same as in other branches.

Periodicals. Preference is shown for the more simple periodicals.

Reference use. Mainly by school children. Reference work is of simplest character. A few Negro leaders do serious work and are allowed to use a room in the Main library for this purpose.

School Libraries. There are libraries in Negro schools but public library is necessary to augment them.

Personnel. Negro staff. College graduates from two of the best Negro schools in locality chosen on recommendation of scholarship and character by presidents of their schools. Library training consists of instruction by heads of departments of white library. So far as possible all technical work is done at Main library.

Funds are not sufficient to send Negro employees to library school, nor would their salaries permit them to pay their own way. "If Negro library training school could be established with a corps of specially trained Negro instructors in whom the proper spirit of pride could be developed and race animosities eliminated, such a school would be a great blessing not only to the Negro library worker but to the entire Negro population of the United States."

MINNESOTA - Minneapolis Gratia A. Countryman, Librarian, Public Library

No segregation. Three of the branches are used considerably by Negroes.

MINNESOTA - St. Paul Webster Wheelock, Librarian, Public Library

No segregation. Small percentage of population is colored. Public library has station, used largely by whites, in Negro district in a Community Center; nominally in charge of a Negro attendant connected with the community service.

Kind of books read. Statistics indicate natural demand for works by and about Negroes. Otherwise no special reading interest. From weekly service at the County Jail is noted a very strong interest by the Negro ward, in the Bible, religious songs, and popular religious works but this tendency does not show itself in the rest of the Negro population.

Personnel. Usually have on staff one or two young Negro men and women whose services in most cases are very satisfactory and attitude very sensible and non-aggressive. Aim to keep them from immediate contact with public in justice to them and to spare prejudices of public.

MISSOURI - Kansas City Agnes F. P. Greer, Supervisor of Branches, Public Library

Public Library open freely to Negroes. Colored branch opened in Garrison Field House (community house) December 1914. Colored population moved away and book collection was used as nucleus for branch opened in Lincoln High School August 1922.

Circulation. Garrison branch, first complete year - 9,168. Lincoln, year just ended - 30,963.

Kind of books read. Same demand as from whites, except for popularity of books by and about Negroes. Some systematic reading.

Periodicals. Same demand as from whites but with emphasis on those by and about Negroes.

Reference use. By club women, ministers, business men, teachers, and high school pupils mainly. Night school pupils also.

School libraries. There is a branch library in the high school and deposit stations in the schools that are too far away from branch libraries for use by school children.

Personnel. Branch librarian has had some college work, summer library course at Emporia. Previous branch experience in another system. Good so far as her training and experience take her. Trying out as assistant a girl with high school education and experience as school librarian; also, one without experience who has just taken summer course at Emporia. Better training would have made them all more satisfactory.

Library grants no leave for library school. Every effort would be made to get a local girl who has had satisfactory training to return to the library. Race does not enter into the salary question.

Negro library development. "How can you differentiate between one tax payer and another; between one human being and another? Does not every reason given for library development apply here?"

NEW YORK - New York City Ernestine Rose, Librarian, 135th St. Branch, Public Library

No special Negro library service or branch. Since 1917 or 1918 neighborhood about the 135th Street branch has become chiefly Negro. In 1925 estimated percentage of Negroes in neighborhood is 95%. Five colored assistants or one-half the regular staff at this branch. Representation by Urban League of pressing needs of population was immediate reason for adding Negro assistants to staff.

Registration. At 135th Street branch about evenly divided between adults and juveniles. Larger in proportion to circulation, partly due to the itinerant character of jobs of all in the community.

Circulation. At other branches where percentage of colored population is large, the juvenile Negro circulation is about 15% or 20%; the adult less than 1%. Larger percentage at 135th Street is probably due to colored assistants and to the large supply of books on race questions and by Negro writers. Circulation does not differ greatly from that at other branches; excellent but small, due partly to lack of education or to industrial handicaps of group.

Kind of books read. At 135th Street branch, fiction 46%, sociology 13%, pure literature, third most popular class. A large part of the reading done by Negroes is in the effort to further their education, cultural, industrial, or political. "Book Evenings" at which well known literary people talk are popular.

Periodicals. Preference for race magazines, New Republic, Nation, American Mercury, Asia, Etude, Good Housekeeping, Radio Broadcast, Popular Mechanics, World Tomorrow, and Golden Book are read extensively.

Reference use. At 135th Street branch as at all branches, mainly school use, that is, by high school and college students. Notable use is that of Negroid material.

School libraries. All schools in New York have libraries and all use public library as well.

Personnel. At 135th Street branch two Negroes added to staff in 1929. In 1925 one-half of staff are Negroes. All Negro assistants in the system have high school education; three at 135th Street have college degrees, two are graduates of accredited library schools. Experience is varied. One was assistant librarian at Tuskegee for one year; one employed by Chicago Public Library, one previously a Y.W.C.A. worker, one had secretarial training. One had university training in Denmark, and one attended government school in Porto Rico. Colored workers are as satisfactory as white. Have great difficulty in obtaining library trained, educated girls at present salaries.

Negro library development. Negroes in New York are an aggressive, purposeful, self-conscious, human unit with social strata as varied as Hungarian or Italian units. Experience seems to show that adult Negro waits for tangible proofs of the library's willingness to extend full privileges to him before he takes advantage of its service. When he responds to library service and needs more of it than the library can give, Negro needs to have developed consciousness of libraries as means of education and relaxation. Time is ripe for development of library service for Negroes, but it must not be patronizing or partially informed.

NORTH CAROLINA - Durham.

Mrs. Hattie B. Wooten, Librarian, Durham Colored Library
 (Note: Letter shows lack of general education.)
 (From the general form and appearance of the)
 (letter should judge librarian is colored.)

Durham Colored Library started by Doctor Moore and Mrs. Wooten with \$50.00 and fifty books given by the North Carolina Mutual Company of Durham. For two years Mrs. Wooten collected donations successfully. The city now donates \$30.00 per month and the county \$20.00. From these appropriations and with the aid of local friends and a contribution from Mr. J. B. Duke of \$1,000 a building has been secured.

Registration. 1924 - 680 borrowers.

Number of volumes. 4428

Circulation. 1924 - 9894 books. Negro college and three city schools use the library.

Periodicals. Literary Digest, Teacher's Magazine, and Negro magazines and papers.

School libraries. Negro schools in the state all have small libraries.

Personnel. Librarian has had nine years experience in Negro library under the direction of Mrs. A. F. Griggs, now State Librarian at Raleigh, North Carolina. Reads Public Libraries for professional help.

Negro library development. Time is ripe for development of Negro libraries. Negro library school very much needed.

NORTH CAROLINA - Greensboro

Nellie M. Rowe, Librarian, Public Library

Negro Library is Carnegie building erected in 1924 at a cost of \$10,000. In no way connected with public library. Friendly offers to help by Miss Rowe have resulted in no closer contacts. School authorities seem to be consulted instead. Trouble seems to lie with Chairman of Negro Library Board who is principal of one of the Negro schools and not on particularly good terms with Chairman of white Library Board.

Personnel. Colored woman, Martha J. Sebastian, 911 E. Washington Street, wife of physician, part-time worker. Miss Rowe thinks she was a former teacher and took a summer library course at Simmons.

OHIO - Cincinnati Lillie Wulfkootter, Chief Branch Librarian, Public Library

Two Negro branches. Douglass branch established May 18, 1912; Stowe branch, November 28, 1923. Both are community branches in grade schools for Negroes; fairly near other branch libraries but established because of large Negro settlement in immediate neighborhood which could not be cared for adequately elsewhere. Request for branches came from Negroes through the Board of Education to the Board of Trustees of the Public Library when schools for Negroes were built. Entire library system freely open to Negroes.

Registration. Douglass branch - 595 (less than one thousand students in attendance); Stowe branch 1,129 (two thousand students in attendance).

Circulation. Douglass branch 1924-25 - 17,142; adult 7,313, juvenile 9,829. Stowe branch 1924-25 - 44,478; adult 15,567, juvenile 28,911.

Kind of books read. 300's, 700's, 800's and 900's. Circulation of classed books among children at Stowe is high because of great school use of branch. Douglass patrons more intelligent prosperous group than patrons of Stowe. Survey on home ownership of books made by librarian shows high type of fiction, many books of poetry, Negro History, biography, religion, religious music, and etiquette in Negro neighborhood. Small group of adults at Stowe doing systematic reading.

Periodicals. Negro papers and usual popular magazines.

Reference use. Fairly large number of questions asked, general in character. Negro University students use branches. School reference very heavy due to location.

School libraries. Douglass branch is open for general use from 12:30 to 9:00 P.M. daily. Stowe branch from 9:00 to 3:00 P.M. Classes come by periods for assigned reading. Books issued only from 3:00 to 9:00 P.M.

Personnel. Douglass branch - Librarian is high school graduate who was given special training course of three months in library as an emergency measure during war. Refined and satisfactory. One part-time assistant who is a university student. Stowe branch - Librarian had two full college years with special work in sociology and six months library training course as regular student. Worked on office staff until branch was opened. Satisfactory. Has done much for the welfare of the race and city. Assistant is high school graduate trained by branch librarian.

Negro library development. From her experience the Negro Librarian at Stowe branch thinks the time is quite ripe for library service for Negroes. Within one year 526 Stowe pupils who had never before had cards have become live borrowers. A real improvement in the type of reading has been noticed. "Good reason to believe that the Negro group is as pliable as any group when the opportunity for educational advancement is opened to them with efficient instructors."

OHIO - Cleveland Louise Prouty, Vice-Librarian, Public Library

No branch library exclusively for Negroes. One branch located and planned with special view to its use by Negroes opened August 1, 1923. Several other branches have quite a proportion of colored clientele.

Kind of books read. One branch with large population of Negroes recently arrived in city, reports constant lack of books of interest to adults in simple enough language. Another branch reports a number of adults trying to learn to read, using simple books. A few Negroes have been given definite assistance along vocational lines.

School libraries. Colored children not segregated in schools. All school librarians appointed by Public Library.

Personnel. No colored assistants or branch librarians. Careful to appoint to staff those who are interested in the work with Negroes. Have a committee on work with Negroes among branch librarians.

SOUTH CAROLINA - Greenville. Charlotte Templeton, Librarian.

Library service for Negroes started when Greenville Public Library voted a library tax in 1923. Space first secured in small Negro community house and Negro teacher employed for two hours daily to give out books. In January 1925, a room on first floor of new Negro community building was rented by library for branch. Library board took initiative "in fairness to Negroes as citizens."

Registration. 600 out of population of 10,000.

Circulation. Annual per capita circulation estimated at .6 as compared with 4 per capita for white population. Juvenile circulation about doubles adult. Negroes not a reading group. Aim to reach mass through educated leaders.

Kind of books read. Non-fiction more popular than one might expect. Practical books. Books on Negro life and Negro questions. A few Negroes are doing systematic reading.

Periodicals. Literary Digest, women's magazines, Negro magazines, Popular Mechanics, Science and Invention, Judge.

Reference use. Largely with upper grade children.

School libraries. None. Colored branch gives service.

Personnel. First librarian - Negro teacher two hours each day. Second librarian (January 1925)-colored college graduate and ordained Baptist preacher. With an educated Negro as librarian, the library can be tied up with social and educational movements and at same time be given standing in community. Personality and general education more important than technical training since book selection and cataloging are done at main library. Salary - \$1200 - maximum library could pay at present either to trained or untrained person.

Would grant leave for library course but could not pay expenses. Real need for library training facilities for Negroes. Such a course should be given by one of the established colleges for Negroes, as Hampton. Morehouse College in Atlanta has school for social welfare workers which has high standing and is attracting a very desirable type of student. Atlanta would be a central point for the section needing Negro library workers.

TENNESSEE - Chattanooga Nora Crimmins, Librarian

Negro branch library established January 1913 in 11th Street Public School. Moved in October 1922 to new Howard High School, where special room with separate entrance was built.

Registration. 1691 in 1923-24 against 221 in 1913.

Circulation. 1923-24 - 16,984 (more than half children's books) against 803 in 1913.

Kind of books read. Adult: literature, magazines, fiction. Juvenile: fairy tales, travel, magazines.

Periodicals. Those written by, for and about Negroes have preference; American, Popular Science, children's magazines and illustrated magazines also used.

Reference use. Mainly by teachers and pupils. In 1922-23, 307 reference questions.

School libraries. Branch in school serves school.

Personnel. Negro librarian is amiable, pleasing in manner and a good executive; high school graduate, formerly a teacher, trained in library work at Louisville. Attends regular staff meetings of branch librarians. Satisfactory. Night assistant is high school graduate, trained in library work by her librarian. Has better grasp of literature than librarian. Librarian's salary \$90 for 7-1/2 hours work. Night assistant's, \$45 for 4 hours.

Believe arrangements could be made to send them at different times on leave, probably with pay, to a summer library school for Negroes. The Board paid expenses of librarian sent to Louisville.

Negro library development. Practical and educational value of Negro library service in Chattanooga has been through schools, particularly the high schools. Appreciation of library by Negro public manifested itself in the gift of a cork carpet and their desire to beautify the library. From experience would say that time is not ripe for development of Negro library service. A greater appreciation of present service would need to be evidenced to convince even our Board, sympathetic with the movement, of the wisdom of establishing branches or developing school libraries.

TENNESSEE - Knoxville Mary U. Rothrock, Librarian, Lawson McGhee Library

Negro branch library established May 1918 by Board of Library Trustees (white). Carnegie Corporation appropriated \$10,000 at instance of Mayor of city and Principal of Negro High School. No popular demand. Branch reorganized December 1924.

Registration. December 1924, 2954 cards in force. During first six months of 1925, 1023 borrowers were registered, fairly evenly divided between adult and juvenile.

Circulation. 1923-24 - 8947; adult 4548, juvenile, 4399. First nine months of 1924 show non-fiction percentage 53.2

TENNESSEE - Knoxville (cont'd)

Kind of books read. Active social consciousness stimulates reading of books by and about Negroes. Vacation Reading Club for worth-while reading for upper grade children, High School and adults, has enrollment of between 75 and 150 active readers, including some teachers.

Periodicals. Crisis and the more popular general magazines.

Reference use. Confined to college and high school reference and debate work.

School libraries. One grammar school circulating library operated from Free Colored Library. Plans for two more grammar and one high school circulating library are being made.

Personnel. Branch librarian (colored) is a young man of unusual character and mentality, graduate of Knoxville College, did post graduate work at Cincinnati University, four weeks training in class at Lawson McGhee Library in June 1925. Came from Y.M.C.A. job in Cincinnati. Very satisfactory. Part-time assistant is good, faithful, simple, lacking in initiative, incapable of further development in library work. Undergraduate at Knoxville College.

Would like librarians and assistants trained in library school, if administration and course of study in school warranted confidence. Would be extremely slow to employ students from such a school, if unfamiliar with and out of sympathy with general conditions in this section. A library school training Negroes for library work in northern and eastern libraries would not be practicable for training for similar positions in southern libraries for a number of years. This belief is based not so much on differences in social attitude as on great economic differences which will exist for some time to come, between service to Negroes in the east and north and service in the south. Adaptation of library theory which has to made by a white southerner trained in a northern library school is great enough, but is much less than would be necessary in the case of a Negro library school student making the application in a Negro southern library.

Circumstances would decide whether leave with or without pay could be granted. Generally speaking, salaries for trained Negro librarians should be equal to those for white people, for equal work and responsibility.

Negro library development. Study of colored population being made; could give more information in a few months.

TEXAS - Houston Julia Ideson, Librarian, Public Library

In 1909 Negro branch of public library established in colored high school through activity of educated Negroes; city appropriated \$500 annually. In 1912 Carnegie Corporation appropriated \$15,000 for building, in response to activity of colored people. Building opened 1913, administered by colored Board as separate institution until 1921, city appropriating \$1500 annually for support. In 1921 with new tax law branch was again placed under jurisdiction of Public Library, with annual budget allowance of \$4000.

TEXAS - Houston (cont'd)

Registration. 2831; 878 adult and 1593 juvenile. Circulation approximately 18,000 volumes a year. Library little used as reading room.

Periodicals. Women prefer Ladies' Home Journal type, men, Popular Mechanics.

Reference use. Almost entirely with schools.

School libraries. Small collections of books placed in the high school and administered by teachers. Also sent to outlying schools, but not systematically.

Personnel. Librarian a colored woman of refinement and pleasing manner, with highly developed social qualities. Frequently speaks before organizations, works with schools and Y.W.C.A., and is associated with various clubs and organizations. Outside part of library work appeals to her more than the technique. Houston High School graduate 1902; some summer work at University of California; studied at Louisville Library, December 1912 to March 1913, when she was placed in charge of colored library; has never mastered cataloging or classification. Assistant selected by colored librarian; finished high school in 1920.

Character of work of colored librarians is superficial; cannot place organization and management on same basis as white branches.

Negro library development. It seems only fair to give to Negroes the same educational opportunities that are provided for white people and library facilities to the utmost extent to which they will make use of them. The library is a social center, once a year holding an exhibition of school work and the Auditorium is used frequently for entertainments. All of this contributes to the Negro's feeling of citizenship and is a valuable contribution to his development.

Until we are reaching the white population more completely, I do not believe I am justified in expending too much time and labor on the colored population, because ten times the result with one-tenth of the effort can be accomplished in work with white people.

TEXAS - San Antonio Frances R. Humphrey, Librarian, The Carnegie Library.

In 1903 the Public Library established a branch in Negro High School. Discontinued because little used. In 1907 at request of colored people established a branch in New Negro High School, located in school district.

Circulation. Limited mainly to High School students.

Kind of books read. Collection selected with High School student in mind. Any volume not in branch requested by Negro patron is sent from main library. School children and teachers appreciate the service to the utmost and it is felt for the time being that this is worth-while side of the work. In the main, the parents of the children not only have no desire to read, but no time as well. Their few hours free from labor are spent at play; reading for any but the younger generation is a laborious task.

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TEXAS - San Antonio (cont'd)

Periodicals. Popular and current events magazines.

Reference use. School reference work is carried on by teachers in the school. Special adult reference work is referred to the main library from which answers are returned to branch for patron.

Personnel. Teacher has charge of collection.

Negro library development. Library Board ready and willing to establish a Negro branch. Negro community soon will have developed to such an extent that they will realize the importance of adequate library service. At present they cannot agree as to location of branch, but when this matter has been settled there is no doubt that the colored people of today will show a far greater appreciation of library service than did their elders of 1903. When a regular Negro branch is organized the books will be carefully selected to suit the needs of the community and a paid colored attendant placed in charge. Librarians from the main library will instruct this individual for the necessary period and then make frequent visits with a view to giving further aid and stimulating interest.

VIRGINIA - Norfolk Mary D. Pretlow, Librarian, Public Library

Hyden branch for Negroes established July 18, 1921, by Public Library. First library for colored people in Virginia supported by public funds. Colored people wanted it and both Library Board and librarian were interested in promoting library service for Negroes.

Registration. 1450; adult 850, juvenile, 600.

Circulation. 1924 - 11,998; adult 4960, juvenile 7038. Practically no increase in the last three years.

Kind of books read. Simplest; romantic stories. Children like books of Alger and this type.

Periodicals. American; Good Housekeeping; Ladies' Home Journal.

Reference use. Very little by adults. A great deal of school reference work.

School libraries. High School has a library and some of the grade schools have class room libraries.

Personnel. Librarian a graduate of Claflin University. Brief intensive training in Norfolk Public Library. Lack of education and information compensated for by fine spirit and excellent point of view.

Assistant librarian a graduate of Norfolk Mission College. Brief intensive training in Norfolk Public Library. Both need additional training. Handicapped in their training in Public Library, in that it was impossible to give them desk work during hours when library was open. Would be delighted to give them leave without pay to attend Library School.

VIRGINIA - Norfolk (cont'd)

Negro library development. Negro library has little educational value at Norfolk, but does have practical and spiritual value in demonstrating to colored population the desire of the library to give them justice. Negroes value the fact of the existence of the branch. No race trouble in Norfolk. Negro of the locality is a simple soul, ignorant and indolent. White race owes it to him to force into his mind a higher standard of living. Only way is to educate him, and library is one agent.

* INDIANA - Evansville Ethel F. McCullough, Librarian, Public Library

December 2, 1914, Cherry Street branch for Negroes opened by public library, the lot purchased by the city, the \$10,000 building given by Carnegie. It was the first Negro branch library established south of the Ohio river and its inception was due to the realization "that the general average of a city's intelligence is practically determined by its lowest grade" and that the community's southern point of view would necessitate segregated service. In 1920 Negro population was 6,394.

Registration. 377 adult; 658 juvenile.

Circulation. 1924 - 10,114. Adult, 5816, juvenile, 4298. Gradual decrease shown through 1923 but increase during 1924.

Kind of books read. Poetry, simple books on crafts, religion, education. Have best children's books, current and standard adult fiction, wide selection of non-fiction. Special effort to get everything not too radical on the Negro problem. No book stock in city so carefully selected.

Periodicals. Negro periodicals, unusual number of educational magazines, women's magazines and popular current events magazines.

Reference use. Mainly by school children and public school teachers. Negro preacher does not read. Little use by high school students, teachers and club women.

School libraries. Library stations in the Negro high school where the colored branch librarian circulates books once a week, stations in two city grade schools and in one county school with weekly service.

Personnel. Librarian, an ex-teacher, is normal school graduate, with Indiana Library Commission and various staff courses in Evansville Library during past five years. Tactful, honest, restrained, very much in earnest. Library has always sent colored branch librarians to Indiana Summer School where they have done creditable work. Present salary \$95 per month. Two part-time assistants receive twenty-five and forty cents per hour. Better training and education probably could not command salary higher than \$125 per month because of the smallness of Negro population in Evansville.

Negro library development. Difficulties met at colored libraries ten times those in public libraries for whites because of meager educational background of Negro group. Operation of this branch is most expensive venture when measured in dollars and cents but librarian is sure it is a necessary and worth-while piece of constructive work. At the opening of the branch, great appreciation was shown by colored population.

* Reply received too late for inclusion in its proper place.

EXHIBIT J

November 13, 1925

Dr. Francis W. Shepardson
Sears, Roebuck & Company
Chicago, Illinois

My dear Dr. Shepardson:

I was much pleased yesterday to learn of the tentative plan for providing books for children in the Negro schools. In accordance with our understanding I am submitting in this letter a few suggestions.

One of the problems which to me seems very serious is that of making provision for the intelligent use and control of the school library after it is established. The almost universal experience is that the success of a library in any school, large or small, depends very largely upon the person in charge of that library. The average teacher has had little or no opportunity to familiarize herself with children's books for general reading and no experience in making a small library render the largest possible service. She will need encouragement instruction and guidance.

It is with these considerations in mind that I make the following suggestions:

- A. Library Field Agent. It might be feasible and very much worth while for some agency working with Negroes in the South to appoint a librarian as field agent. He should of course be somebody who knows the school library problem intimately from experience; who know conditions in the South; who knows children's books and how to get them used; and who knows how to arouse enthusiasm for books on the part of teachers.
- B. Library Lecturer in Teacher Training Institutions. The same person or somebody with similar qualifications might well be employed to give short courses on children's books and children's reading and on the care and use of school libraries in the teacher training institutions in the regular courses and summer sessions. A good deal of this sort of thing is being done in certain normal schools in the North, as you know, but may not be done in the normal schools for colored teachers in the South.

Dr. Francis Shepardson
Sears, Roebuck & Company
Chicago, Illinois

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C. Experimental School Libraries. While the plan of assisting in the purchase of books is being tried out on a fairly broad scale throughout a whole state or throughout several states, it might be well also to designate certain schools to make an experiment on a more ambitious scale. For example, there might be maintained for a period of three, four or five years a model school library: (1) in a large school for both elementary and high school work; (2) in a medium sized school; or (3) in a very small school; or in all three at the same time.

The first should probably have a full time trained librarian, the second a trained teacher-librarian, the third a teacher with unusual interest in children's reading and some knowledge of how to care for and use the school library. A few thousand dollars spent annually by some foundation for work of this sort might easily produce results of very great importance in the further development of negro library service.

There would be an added advantage if such experimental school libraries could be so situated as to be available for practice work to the students in the new library School at Hampton.

I am glad to know that you have in mind the constant renewal of the book collections which may be started through the initiative of the Rosenwald Fund.

Am I right in assuming also that in line with your general advice on the use of the school by the whole community you will wish to suggest that the books in the school library be made available to people not now in school?

Let me say again that the A.L.A. is much interested in your tentative plans, that we shall count it a privilege to be called upon to assist in any way within our power.

Sincerely yours

Carl H. Milan
Secretary

chm
mp

EXHIBIT K

THE JULIUS ROSENWALD FUND

Homan Avenue and Arthington Street

Chicago, Illinois.

November 24, 1925

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

Dear Mr. Milam:

Your letter of November 13th regarding library matters reached me just as I was leaving the office for North Carolina. I now write to thank you for it and to state that it will be called to the attention of Mr. Rosenwald at an early opportunity.

While in the South I showed it to three or four of the most interested workers in the field of Negro education, and all were greatly interested in its suggestions.

Yours very truly

/s/ Francis W. Shepardson
Secretary & Acting Director
THE JULIUS ROSENWALD FUND.

FWS-W

The Librarian's Appeal to the Teacher.

In July 1924 the American Library Association appointed a Commission on the Library and Adult Education. This Commission is devoting two years to a study of the functions of the library in adult education and will submit its report in October, 1926.

The Commission finds that 64% of school children leave school before finishing the eighth grade; it believes that in these few brief years in school reading is the most important thing they have learned; it believes that books are fundamental tools in education, especially in informal after-school education; it recognizes that librarians are custodians of books and organizers of public book service, and it is convinced therefore that libraries have an important part to play in education and especially in any scheme of adult education.

To insure the greatest success in its work, however, the library must have the cooperation of the teacher and it would welcome this cooperation in the following ways:

First - In the teaching of reading the Commission is anxious to see methods installed that will teach more rapid reading. Educational experts specializing in reading will know best how this may be done, but we submit that the tendency toward emphasis on the silent reading method is considered by librarians to be a move in the right direction.

Second - In the teaching of English and literature we hope to see further elimination of methods that make great classics obnoxious to the student through too critical an analysis and an increasing use of methods that cultivate an appreciation of the beauty of language and beauty of thought of the author studied.

Third - We believe that through the cooperation of teachers and librarians every school student should be taught how to use and enjoy books and libraries.

Fourth - We hope that normal schools, in arranging their curricula may give consideration to the three points above mentioned.

Our object in this appeal is to hasten the time when every student will leave school with the reading habit and an appreciation of the value of books for recreation, for work and for culture. We believe that on this foundation any successful scheme of adult education must be built.