

85  
86

A. L. A. PUBLISHING BOARD

Washington, D. C.

Jan. 2, 1918

A meeting of the A. L. A. Publishing Board was held in Washington, D. C., Jan. 2, 1918. Present: Messrs. Dudgeon and Milam, and by proxy Mrs. Elmendorf and Dr. Bostwick. Secretary Utley was also present.

Treasurer's Report

The following report of the Treasurer was read and adopted:

Report of the Treasurer, Jan. to Dec., 1917

Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1917 .. .	\$1,411.26
Sales of Publications . . . . .	13,671.45
American Library Association, Carnegie Fund income . . . . .	4,500.00
Interest on bank balance, Jan. to Nov. . . . .	14.90
	\$19,597.61

Expenditures

Checks No. 88-99 (Vouchers No. 1919-2128)      \$18,278.57

Distributed as follows:

Salaries	\$4,649.90	
Publications	8,867.36	
Supplies	612.15	
Postage & express	1,122.49	
Advertising	320.77	
Incidentals	438.35	
Travel	90.45	
A. L. A.	2,000.00	
Royalties	177.10	
	18,278.57	

Balance, Union Trust Company      \$1,319.04

G. B. Utley, Balance, Nat'l Bank of  
the Republic      250.00

\$1,569.04

Respectfully submitted,

/s/ C. B. Roden,

Treasurer.

Chicago, 27th Dec., 1917.

Budget

The following budget for 1918 was adopted:

Budget, 1918

Estimated Income

Balance, Dec. 31, 1917 . . . . .	\$1,569.04
Carnegie Endowment Fund, interest . . . . .	4,500.00
Sales of Publications . . . . .	10,000.00
Accounts receivable, Dec. 24, 1917 . . . . .	1,826.20
Sale of books - review copies . . . . .	<u>900.00</u>
	\$18,795.24

Estimated Expenditures

Salaries . . . . .	5,060.00
Printing Booklist and Index . . . . .	2,400.00
Periodical cards . . . . .	300.00
Advertising . . . . .	300.00
A. L. A. Appropriation, 1918 . . . . .	2,800.00
"                    "            Balance for 1917 . . . . .	800.00
Express and Postage . . . . .	700.00
Supplies . . . . .	500.00
Incidentals . . . . .	500.00
Travel . . . . .	400.00
Balance, available for publications, etc. . . . .	<u>5,035.24</u>
	\$18,795.24

(NOTE: The adoption of the foregoing budget carried with it the following increases in salary, duly approved by the members of the Board present and by the two absent members by correspondence:

May Masseur,	\$1800 to \$2100
Anna G. Birge,	900 to 1000
Irene Connery	900 to 1000
Helen Van Arsdale	840.to 960

The Board adjourned.

(NOTE: At a meeting of the Executive Board at Washington, Jan. 2, 1918, Mr. W. N. C. Carlton was elected a member of the A. L. A. Publishing Board. In a letter to the Secretary under date of Jan. 7, 1918, he declined to accept the election.)

April 10, 1918

Correspondence Vote

The Publishing Board by unanimous correspondence vote authorized the Secretary to prepare the annual report of the Publishing Board for the Conference year, 1917-1918 and to sign it "For the A. L. A. Publishing Board".

(Note: It is recommended by Mrs. Elmendorf that each member of the Board be furnished a copy of the report before the meeting.)

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April 17, 1918.

By correspondence vote Arthur E. Bostwick is appointed acting chairman of the A. L. A. Publishing Board.

A. L. A. Publishing Board

Saratoga Springs, July 3, 1918.

A meeting of the A. L. A. Publishing Board was held at the above place and date.

Present: A. E. Bostwick, acting chairman, Mrs. H. L. Elmendorf, M. S. Dudgeon and Carl H. Milam; also Secretary Utley and (for a time) May Masseur, editor of The Booklist.

The Secretary read a communication from the Secretary of the New York Library Association (E. Louise Lander, Binghamton Public Library) transmitting the following vote passed by that Association Sept. 22, 1917:

Voted, That the New York Library Association request the American Library Association to give new and careful consideration to the matter of a weekly publication which shall list the new fiction with descriptive notes; such notes to conform to a standard form so prepared as to supply specific and definite facts about the work described and to insure continued uniformity of analysis even in the hands of different readers.

Voted, That the Secretary inform the Secretary of the New York Library Association that the request for a weekly publication listing the new fiction with descriptive notes was given careful consideration by the Publishing Board, but that such an undertaking was not deemed practical at this time.

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Voted, That beginning with October, 1918, the Editor of The Booklist prepare and send for three months to not exceeding 300 libraries or individuals selected by her advance post card notice monthly of fiction about to be included in The Booklist.

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Mr. Joseph L. Wheeler appeared by invitation before the Board and presented a plan for the preparation and publication in co-operation with the U. S. Bureau of Education of certain war-time reading lists.

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Saratoga Springs,  
July 3, 1918.

Voted, That the Publishing Board endorses the attractive plan submitted by Joseph L. Wheeler for the preparation and publication of certain war-time reading lists and that it give consideration to possible sources of income from which to secure funds therefor.

In further consideration of this subject, it was

Voted, That the consideration of possible sources from which funds for this project can be obtained be referred to a committee consisting of the Secretary of the Publishing Board and Mr. Milam.

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Miss Julia A. Robinson submitted (through correspondence with the Secretary) a short manuscript entitled "A Library efficiency test" for consideration with a view to its publication by the Board. The manuscript was referred to Mrs. Elmendorf for recommendation with power.

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Voted, That Dr. Bostwick be requested to edit a series of biographies of pioneers in American library work.

Adjourned.

GEORGE B. UTLEY,

Secretary.

Correspondence Vote

July 1918.

By correspondence vote Mrs. H. L. Elmendorf is authorized to sign the Publishing Board vouchers until further notice.

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Correspondence Vote

October 1918.

The A. L. A. Publishing Board, by correspondence vote, increased the salary of Margaret Terwilliger, of The Booklist Office, from \$70 to \$80 per month, beginning October 1, 1918.

GEORGE B. UTLEY,  
Secretary.

A. L. A. PUBLISHING BOARD

Chicago, Illinois.

Dec. 13, 1918.

A meeting of the A. L. A. Publishing Board was held at A. L. A. Headquarters, Chicago, Friday afternoon, Dec. 13, 1918.

Present: Acting-chairman Arthur E. Bostwick, Mrs. H. L. Elmendorf, M. S. Dudgeon and Miss Josephine A. Rathbone; also Secretary Utley, and, for a part of the session, Miss Massee, editor of The Booklist, and Mr. Merrill, editor of periodical cards.

Election of Chairman

Upon motion it was

Voted, That Dr. Arthur E. Bostwick be elected chairman of the Board for the coming year.

Voted, That the chairman be authorized to approve and sign voucher-checks on behalf of the Board.

Report of Treasurer

The Treasurer submitted an informal statement of receipts and expenditures to November 30, 1918, which by vote of the Board was received and referred to the Finance Committee for audit, with the understanding that the complete report for the fiscal and calendar year of 1918 would, when received, be submitted to the members of the Board and incorporated into the minutes of this meeting. The complete report for the year 1918, as later prepared is as follows:

Treasurer's Report

January 1 - December 31, 1918

Receipts

Balance Union Trust Co., Chicago, Jan. 1, 1918	\$1,319.04
Sales of Publications	11,116.13
American Library Association, Carnegie Fund income	4,500.00
Interest on bank balance, Dec. 1917-Dec. 1918, inc.	30.89
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	\$16,966.06

Expenditures

Checks Nos. 100-112 (Vouchers Nos. 2129-2342)	\$16,179.90
Distributed as follows:	
Salaries	5,249.62
Publications	5,157.64
Supplies	416.22
Postage and express	964.08
Advertising	237.85
Incidentals	366.98
Travel	487.51
A.L.A. (last payment 1917 a/c \$800.00)	
(first " 1918 a/c 2000.00)	2,800.00
Royalties	500.00
	16,179.90
Balance, Union Trust Company	786.16
G. B. Utley, Secretary, balance, National Bank of The Republic	250.00
	\$1,036.16

Respectfully submitted,

(signed) C. B. RODEN,

Treasurer.

Chicago, Jan. 3, 1919.

Budget for 1919

The following budget for year 1919 was upon motion duly adopted:

Budget 1919

Estimated Incomes

Balance, December 1, 1918	\$1,162.81
Carnegie Endowment Fund, interest	4,500.00
Sales of Publications (Jan. - Dec. 1, 1918, sales have been \$9,657.90)	10,000.00
Accounts receivable, Dec. 1, 1918	1,667.17
Sales of books, review copies	900.00
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	\$18,229.98

Estimated Expenditures

	Actual Expense Jan. 1-Nov. 30, 1918 Plus estimated ex- pense for Dec. 1918	Estimated Ex- penditures 1919
Salaries (1)		
May Masee	\$2,100	
Inga Arntzen	1,200	
Lorette Jenks	1,200	
Margaret Terwilliger	1,020	
	<b>\$5,107.95</b>	<b>\$5,520.00</b>
Printing Booklist, including Index	2,367.65	2,400.00
Periodical cards (2)	288.31	300.00
Advertising	237.85	300.00
A.L.A. Appropriation, 1919	2,800.00(3)	2,800.00
A.L.A. Appropriation, Balance of 1918 yet due		800.00
Express and postage	943.89	900.00
Supplies	426.00	500.00
Incidentals	396.98	400.00
Travel	567.95(4)	500.00
Balance available for publications, etc.		3,809.98
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Total Estimated Expenditures		<b>\$18,229.98</b>

- (1) No provision here made for another assistant which Miss Masee considers necessary if the French list is to be added to The Booklist.
- (2) Will be eliminated (likewise corresponding income) if work discontinued.
- (3) Represents \$2,000 on appropriation for 1918, and \$800 on appropriation of 1917, not paid until 1918.
- (4) Actual expense to Nov. 30, 1918, \$367.95; estimated expenses, Board meeting, Dec. 13, 1918, \$200.

Audit

The Secretary informed the Board that, at the recommendation of the Executive Board, the accounts of the Publishing Board would henceforth be audited annually by the Finance Committee.

Revision of Stearn's "Essentials"

The Secretary, having informed the Board that Miss L. E. Stearns' "Essentials in Library Administration" was out of print, and should be revised before it was again printed, and that Miss Stearns had informed him that she would be unable herself to find time for the necessary revision, it was

Voted, That Miss Ethel F. McCollough be invited to revise Stearns' "Essentials in Library Administration," with view

to its being reprinted in revised form. (Note: Miss McCollough accepted the above commission.)

#### Revision of Plummer's Training for Librarianship

The attention of the Board having been directed to the very urgent need for a revision of Plummer's "Training for Librarianship" (A.L.A. Manual of Library Economy, chap. 13), it was

Voted, That Mr. Frank K. Walter be invited to revise Miss Plummer's "Training for Librarianship." (Mr. Walter accepted the commission.)

#### Increased Price of The Booklist

The Editor of The Booklist and the Secretary both having presented to the Board the extreme necessity for increasing the price of The Booklist to offset, in part at least, the increasing deficit which would soon necessitate discontinuance of publication, it was

Voted,

- (1) That the price of The Booklist be increased to a flat rate of \$1.50 to all subscribers.
- (2) That it is the opinion of the Publishing Board that more income is needed by the Board to meet the expenses of The Booklist.
- (3) That it is the sense of the Board that if the Editor of The Booklist finds it advantageous to insert advertisements other than those of publishers the Board authorizes her to obtain such advertisements.

The President of the Association, Mr. W. W. Bishop, having, in a written communication, strongly advocated a return to the former practice of sending The Booklist free to all members of the Association, it was

Voted, That although appreciating fully the desirability of so doing, the Board finds itself with great regret financially unable to carry the burden.

#### Periodical Cards

The Editor of the periodical cards, Mr. William Stetson Merrill, having presented certain correspondence between himself and the H. W. Wilson Company, in which the latter offered to take over entirely the service now being performed by the A. L. A. periodical cards and incorporate the material in its Readers' Guide Supplement, it was

Voted, That the Secretary be instructed to circularize the libraries now subscribing to the periodical cards, inform them of the offer made by the H. W. Wilson Company, of the disposition of the Board to accept it; and if in his judgment no serious objection is brought forward, the Board accepts the proposal of the H. W. Wilson Company to take over this work entirely.

Revision of Adams' Manual of  
Historical Literature

A communication having been read from President Bishop, calling attention to the steps being taken by the American Historical Association to encourage the issue of a revised edition of Adams' "Manual of Historical Literature," and suggesting that if the proposal seems feasible, it might be well for the Publishing Board to appoint a special committee to serve jointly with a similar committee of the American Historical Association to consider the project and perhaps to assist in editorial compilation, it was

Voted, That the subject be referred to the Executive Board, inasmuch as the Publishing Board does not understand it to be one in which a publication by the Board is involved.

After-War Reading Lists

Recurring to the subject of certain "War Time Reading Lists," later termed "After-War Reading Lists," to be prepared under the editorial supervision of Joseph L. Wheeler, the Secretary informed the Board that the War Service Committee had, at the request of the sub-committee of the Board (the Secretary and Mr. Milam) appointed at the Saratoga Springs meeting to consider possible sources from which funds for this purpose can be obtained, Voted (November 30, 1918) an appropriation of Fifteen Hundred (\$1500), the text of that Committee's vote being as follows:

Voted, That the War Service Committee hereby appropriates the sum of Fifteen Hundred Dollars (\$1500) from available unexpended balances of the first war service fund to the A.L.A. Publishing Board, to be expended in the preparation of "After-War Reading Lists," under the direction of Mr. Joseph L. Wheeler; and that after approval by the Executive Board of the American Library Association, the American Security and Trust Company, of Washington, D. C., is authorized and requested from the A.L.A. War Service moneys of the first library war fund in its hands, to transfer to the credit of Carl B. Roden, Treasurer of the American Library Association Publishing Board, the sum of Fifteen Hundred Dollars (\$1500).

Whereupon the Publishing Board

Voted, That the A. L. A. Publishing Board hereby authorizes and instructs its Secretary to arrange for the transfer of Fifteen Hundred Dollars (\$1500), being the sum voted by the War Service Committee of the American Library Association toward the preparation of certain lists under the editorial supervision of Mr. Joseph L. Wheeler, from the American Security and Trust Company, of Washington, D. C., to the Treasurer of the A. L. A. Publishing Board.

It was furthermore

Voted, That each of these lists be submitted in advance of printing to the Chairman of the Board, who is hereby given power to act on each list, and to call to his aid such assistance as he may need either from within or without the Board.

#### New Publications

Considering new publications, which the Board felt were needed in the library field, it was

Voted, That Miss Rathbone be authorized to prepare a subject bibliography of "Travel;" and that Miss Rathbone and Mrs. Elmendorf be appointed a committee of the Board to consider the preparation, with a view to publication by the Board, of a group of similar bibliographies that have in mind the reading of books rather than their selection or their reference use; such bibliographies to group books intimately by subject rather than by formal arrangement.

Voted, That Mrs. Elmendorf be appointed a committee of the Board to consider the preparation of an index of material contained in books whose subject or title does not suggest the inclusion of such material.

Voted, That the preparation and publication of an index to debates be referred to Miss Rathbone for consideration and report.

#### Handbook on Business Methods

The suggestion having been received that the Publishing Board issue a handbook on business methods in the library, it was

Voted, That Dr. Bostwick be appointed a committee to prepare or to secure the preparation of a Handbook on Business Methods in the Library.

Reading List on "Industrial Democracy"

The Secretary of Library Employees' Union 15590, of New York City, having informed the Secretary of the Board of the desire of the Committee on Publications of the Union to submit a reading list on "Industrial Democracy," with a view to its being considered for publication by the Publishing Board, it was

Voted, That the Secretary of the Board be asked to obtain from the secretary of the Union a copy of the list, with the name of the author, so it can properly be considered.

Uniformity of Style in Manual

Voted, That the Committee on Manual of Library Economy be requested to prescribe rules for uniformity of style, and that these rules be observed in future chapters or revisions of chapters of the Manual.

Library Efficiency Test

Miss Julia A. Robinson, having submitted at the invitation of the Secretary, manuscript of a "Library Efficiency Test", prepared by her, with a view of possible publication by the Board, it was

Voted, That Mr. Dudgeon be asked to arrange to have the League of Library Commissions pass on Miss Robinson's "Library Efficiency Test" as to its value to library commissions if published and made available by the Publishing Board.

A. L. A. Catalog Supplement

Voted, That the printer of the A. L. A. Catalog, 1904-1911, be informed that he may destroy the type of that book, which he has been holding up to the present time, for purposes of reprinting.

There being no further business the Board adjourned.

(s/ GEORGE B. UTLEY,

Secretary.

A. L. A. Publishing Board  
February 1919.

Correspondence Vote

February 1919

The Publishing Board, by correspondence vote, no member dissenting, approved publication of the four following lists reprinted from the lists of the Springfield, Massachusetts, City Library, and the Massachusetts Free Library Commission:

The President's Fourteen Peace Points  
League to Enforce Peace  
Books about America for new Americans  
Foreign People in the United States.

G. B. Utley,

Secretary.

March 31st, 1919.

TO THE A.L.A. PUBLISHING BOARD:

Since the meeting of the Publishing Board, held December 13th, 1918, Mr. Merrill, Editor of A.L.A. Periodical Cards, has been negotiating with the H. W. Wilson Company relative to their taking over the indexing of serial publications which have, up to this time for a number of years been indexed on cards by the A.L.A. Publishing Board.

I have to report that these negotiations have now been successfully concluded, and the H. W. Wilson Company is taking over this work, and that the A.L.A. Publishing Board is henceforth relieved of all responsibility and connection with this work.

The complete subscribers, in response to Mr. Merrill's circular letter of December 23rd, 1918, replied as follows: Out of a total of 19, 11 approved the plan of indexing the A.L.A. serials in the Readers' Guide Supplement; 3 (University of California, Leland Stanford University, American Philosophical Society) did not approve; and 5 did not reply, presumably being either indifferent, or approving the change. The replies from the 51 partial subscribers were: 23 in favor; 4 opposed; 24 not replying. Those opposed are Clark University, Massachusetts Agricultural College; University of Texas; Brown University.

The present collaborators have all promised their continued cooperation, and Mr. Merrill will continue as Editor of the Cards.

Very truly yours,

/s/ GEORGE B. UTLEY,

Secretary.

## PUBLISHING BOARD

Asbury Park, New Jersey,

June 26, 1919

A meeting of the A.L.A. Publishing Board was held at Asbury Park, New Jersey, on Thursday evening, June 26, 1919.

Present: Dr. Bostwick (Chairman), Miss Rathbone, and Mr. Milam; also Miss Masseur, Editor of the Booklist, and Mr. Utley, Secretary of the Board.

Voted, That the Secretary be requested to correspond with Mr. W. R. Eastman, to ascertain if he would be interested in compiling a book of plans of libraries, large and small, preferably in loose-leaf form, along the line of suggestions made by him on previous occasions.

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Voted, That a graded list of children's books, of approximately 500 to 800 titles, be compiled, and that Miss Masseur, assisted by Miss Margaret Evans, of the Buffalo Public Library, be asked to undertake this work.

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Voted, That the Secretary of the Publishing Board, be authorized to bring up-to-date and publish as an A.L.A. tract, an address read by him before the Indiana Library Trustees Association, and printed in "Public Libraries", for July, 1917, on "Financial Responsibilities of Library Trustees."

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Voted, That Miss Stella Beal, assistant to Mr. J. L. Wheeler, in his work of preparing "After-War Reading Lists" be granted vacation of one month with pay.

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A.L.A. Publishing Board,  
Asbury Park, New Jersey,  
June 26, 1919.

103<sup>107</sup>

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Voted, That \$200, or such part thereof as is needed, be appropriated toward the expenses of the Conference newspaper, "The Use of Print," Mr. L. W. Josselyn, managing editor.

(Note: Mr. Josselyn later reported funds in hand as forthcoming from other sources would be adequate to meet all expenses, and this appropriation would not be needed.)

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Further publicity and advertising for The Booklist being under consideration, the Secretary was instructed to take up this subject with the Publicity Committee, and ask for recommendations as to how the best advertising and publicity can be obtained for a reasonable amount of money, say \$500 to \$1,000.

Miss Massee expressed her desire to issue as a separate unit of publication a small selection of books from The Booklist, and she was authorized to try this as an experiment for one year.

Adjourned.

GEORGE B. UTLEY,

Secretary.