

Report for 1966-1968 30th Biennium

*Documents Department*

MAY 8 1969

*Dallas Public Library*



The Biennial Report  
of the  
Texas Library  
and  
Historical Commission



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## Letter of Transmittal

To His Excellency  
The Governor of Texas

Dear Governor:

In accordance with Texas RCS, 1925, Article 5446, the Texas Library and Historical Commission herewith respectfully transmits to you the Thirtieth Biennial Report of the Texas Library and Historical Commission and the Director and Librarian. The report covers the period September 1, 1966 through August 31, 1968.

Respectfully submitted,

C. Stanley Banks, Sr.  
Chairman, San Antonio

William H. Gardner  
Austin

Price Daniel  
Liberty

Fred Hartman  
Baytown

Robert E. Davis  
Waco

Walter E. Long  
Austin

# Report of the Director

By Dorman H. Winfrey

**O**UR EXPERIENCE IN THIS BIENNIUM continued to confirm the confidence we have repeatedly expressed over the dramatic growth and quality of services provided by the Texas State Library.

In recent years, the State Library has made significant changes in its management methods and organizational structure to keep pace with the demand for these services.

The administration's basic objectives remain the same—to preserve the historical treasures of the past and present documents of the state government; aiding research workers; publication and display of valuable Texana; provide State legislators with the most up-to-date information on legislative issues; furnish reading materials and aids for the blind and physically handicapped, and to help improve library facilities and to stimulate the use of available libraries.

In view of the many thousands of dollars we spend on library services, we believe in attracting the most capable people, encouraging them to take advantage of opportunities for education and self-improvement and offering them an environment in which they may grow.

We have passed into a new age for the public library and accelerating change in the concept of service. Each trend imposes

# and Librarian

more and more demands upon the State Library's management capabilities and financial resources.

The tremendous upsurge of public interest in books and libraries in the State can be attributed in part to the diversified, statewide operation of the State Library and the added impetus of federal funds supplied through the Federal Library Services and Construction Act. The personnel of our State Library are wanted partners in progress in public library development throughout the State.

If the future can be symbolized the current view provides some excellent symbols:

- The State Library has carried out a program to help towns and cities expand their library buildings. The program has used funds available through Title II of the LSCA program. Since 1965, seventy-three public library construction projects have either been completed or approved for construction. These projects represent a total construction project cost of \$15,964,048, with the LSCA Title II matching funds accounting for \$6,077,706 of that total. We are witnessing a change in library architecture—Going out: musty shelves, poor light, cramped space and too few books. Coming in: light, air, comfort—and books by the millions. Today's new libraries offer room for reading, music listen-

ing, art appreciation, and discussion. A comprehensive report on the LSCA Title II program in Texas is featured in *Texas Libraries*, Volume 30, No. 2.

- Interlibrary loan service has been available throughout the State for many years, but a new dimension was added in the Spring, 1968 when the State Library initiated a teletype-telephone network for the state's ten Major Resource Center public libraries and the State Library in Austin.

The coming years can be bountiful ones for public libraries, provided we make productive use of the new technology at our disposal. The opportunities they present hold promise for the State Library and greater contributions toward a better State.

Probably the most valuable contact the State Library has in strengthening the use of library materials is through statewide conferences, such as the annual "Public Library Buildings Institute," and area workshops.

In particular, the Director-Librarian was privileged to participate in the "Fine Arts Library and the Modern City" institute, October 31-November 2, 1966, which was sponsored by the State Library and the Fine Arts Round Table of the Texas Library Association. Librarians from throughout the southwest gathered at the downtown Dallas Public Library to spend three days discussing the belief that there is a place in libraries of all sizes for collections of the arts.

On April 2, 1967, the Director-Librarian addressed the opening session of an Archival Symposium which featured Dr. Robert H. Bahmer, former archivist of the United States.

The program also included a number of distinguished speakers from the archival field as well as other related areas. The speakers discussed location, preservation and use of historical and archival materials. The one-day symposium was sponsored by the Society of American Archivists in cooperation with the National Archives and Records Service, General Services Administration; the State Library and the Texas State Historical Association. Dr. Bahmer's remarks on the significance of the "Presidential Papers and Presidential Libraries" were appropriate since construction had just begun on the new Lyndon B. Johnson Presidential Library on the Campus of the University of Texas at Austin.

With the completion of the Johnson Library, Austin will rank as one of the major archival depositories in the Nation. The city currently serves as headquarters for four major archival depositories: the University of Texas Archives, the Catholic Archives of



Texas, the Episcopal Church Historical Society and the Archives Division of the Texas State Library.

In addition to participating in conferences, the State Librarian has given speeches to library Trustee and Friends groups throughout the State, spoken at numerous library dedications and has been a frequent speaker for patriotic groups. When time has permitted, he has made fact-finding travels to many Texas libraries.

Aside from his responsibilities as Director-Librarian, he was appointed by Governor John Connally to serve on a four-member Texas Travel Trails Committee in 1967. The Committee, composed of key State agency officials, was in charge of coordinating a scenic network of travel trails winding through historical and recreational Texas. He has also served as chairman of the State Board of Library Examiners and Chairman of the Records Preservation Advisory Committee, created by the 59th Legislature.

On the National level, the Director-Librarian continues to serve on the nine-member Advisory Committee on Library Research and Training Projects, which provides grants to colleges, universities, and other organizations for research geared to improve libraries and librarian training programs.

In working with state and national professional organizations, the Director-Librarian serves as Vice President, Fellow and Executive Member of the Texas State Historical Association; as a Fellow and Council Member of the Society of American Archivists, and as a member of the Library Development Committee of the Texas Library Association.

The Encino Press of Austin published the Director-Librarian's book, *Arturo Toscanini in Texas: The 1950 NBC Symphony Orchestra Tour*, which was selected as one of the best examples of design and bookmaking produced during 1967 in the Southern United States by the Southern Books Competition.

During the biennium, Lee B. Brawner, former director of the Dallas Public Library's branch services, was appointed Assistant State Librarian of the State Library. Mr. Brawner assists the Director-Librarian in administering the eight divisions of the State Library and in working with the public libraries that are participating in the building program under the Title II portion of LSCA in Texas.

The scope of the State Library's activity in the past two years is summarized on the following pages. In the coming biennium, we look forward confidently to further progress and improvement in our performance.

# Administrative

**T**HE TWO MAJOR IMPROVEMENTS in the Administrative Division during this biennium were the addition of automation and improvement and publication controls.

In August, 1967 this division, with the expert assistance and advice from the Systems Division of the State Auditors Office, converted the accounting operation to an automated system. This system affords a greater detail of information which is required in reporting to the federal government.

Also, with the assistance of the Systems Division, an automated equipment inventory control was established in March, 1968. This system eliminated the need for typing five sets of inventory cards for each inventory item and afforded the same information on a single punched card for each item. As of August 31, 1968 the State Library had 4,216 items of equipment and furniture on inventory. These items are located in the State Library and in public libraries throughout the state.

A system of supply inventory control was also established. This system provides a more effective method of controlling such things as re-order points, re-order amounts, divisional breakdown of supply usage, and supply inventory. This system was designed to be adapted to automation and this will be accomplished during the next biennium.

The addition of the automated systems in the Administrative Division and the phasing out of the centralized processing center in the Technical Services Division has resulted in the transfer of the Automatic Data Processing section from the Technical Services Division to the Administrative Division. This transfer was finalized in February, 1968. This section, located in rented quarters due to unavailable space in the Texas Archives and Library Building, continues to prepare book purchase orders for the Technical Services Division.

# Division

During the past two years a number of significant changes have been made to improve the efficiency of the printing section. Because of the heavy production of library catalog cards, an average of 8,500 per week, it was necessary to add a position in the printing shop.

Approximately 2.5 million impressions were made on the 1250 Multilith equipment alone during this period. The local reproduction section handled a variety of projects — from multicolored brochures for the Field Services Division's library development program to a number of office forms; from technical reports to informational literature on Texas history and government.

Emphasis in the reproduction of Library forms and brochures has been on quality as well as on economy. Many items have been edited and redesigned for appearance and legability. All printed items are now being coded in order to obtain better control of publications and office forms.

## Personnel

During the biennium 179 new employees and 174 terminations were handled through the personnel office. There were also 171 payroll changes made which included promotions, demotions, time status changes, and salary adjustments. The State Library has an employee evaluation system and the evaluations are a determining factor in awarding merit salary increases. Twenty-five merit increases were earned during the first year of the biennium. The personnel office also processed 649 applications for positions during the biennium, in addition to those applicants that were employed.

During this biennium, for the first time in the State Library, job applicants were given personnel tests. These tests were of great value in determining skills and abilities of applicants and in placing applicants in clerical positions.

# Archives Division

**C**HARLES W. CORKRAN became Director of the Archives Division on September 1, 1967. His predecessor, Dr. James M. Day, resigned as Director of the Archives Division to accept a position on the faculty of the University of Texas at El Paso on August 31, 1967.

## Restoration Section

In the past biennium the Archives Division was authorized two positions to staff a Restoration Shop. This facility should be in full operation within the next biennium.

## Reference Section

On January 10, 1968, a new registration procedure was put into effect. In addition to being requested to sign a daily register, each researcher is now asked to complete a permanent registration sheet and to complete a call slip for each item requested. The visitor is asked to give his name, address, occupation, and topic of research. The visitor is also asked to read and sign a list of rules designed to insure the security and preservation of those materials on deposit in the division. This registration procedure also has as its goal the production of statistical information necessary for the administration of the division.

From September, 1966, to August 31, 1968, there were 9,169 visitors to the Archives or an average of 382 per month. There were also 12,110 requests for information by telephone (an average of 504 per month), and 16,452 inquiries were answered by mail (an average of 685 per month).

Since January 10, 1968, when the new registration procedure went into effect 1,600 people have registered (an average of 200 per month). These individuals have visited the division 3,874 times (an average of 484 per month), and have used 11,568 items (an

average of 1,446 per month). And on each visit the researcher uses an average of three items.

### Processing Section

The Archives Division has accessioned 364 donations and purchases during the biennium. Several of these are particularly significant—the papers of Samuel Bell Maxey, Carlisle Graham Raht, Roscoe Runge, and Charles B. Stewart, to name only a few.

In September, 1967, it was decided to implement a new accessioning procedure in an effort to improve control of materials as they were received into the division and to provide as soon as possible after their acceptance, a way of locating such basic information about them as donor, title, and date of receipt. Under the new procedure, each accession is assigned a permanent number by which it will be identified. It is recorded in an accession log, a daily register of all accessions, and further recorded in a 3 x 5 card system providing a cross index to the accession number, donor, and title of every accession. These cards also provide an index to case files, maintained separately for records and manuscripts, which contain correspondence, memoranda, and other information pertaining to each accession.

This accession control system was instituted in September, 1967. Accession records for past years, kept in the forms of ledgers and loose leaf binders, are being transferred to the present system. In the year since September, 1967, all available accession records from 1960-67 have been transferred and information on accessions for previous years is being consolidated preparatory to transfer to the present system. Ultimately, all accession information in the division will be available through the accession files.

Since September, 1967, no active solicitation program has been carried on; instead an effort has been made to devote the full at-

tention of the division to processing materials already in its custody. The preliminary work to such an effort has been made in past years, culminating in the transfer of materials housed in the division from filing cabinets to document containers and in the preparation of such finding aids as *A Preliminary Guide to the Archives of Texas, 1957*, and *The Map Collection of the Texas State Archives, 1527-1900*.

A program was initiated to identify, arrange, and properly describe all materials in the division so that they could be made readily available to researchers. This program consisted of three phases. The first, projected for completion by September, 1968, was a listing of all material housed in the division and the establishment, insofar as possible from its present labeling, of the groups to which records belonged. Second was the detailed examination and description of selected record groups and collections, beginning in October, 1967, with the manuscripts collections previously known together as "Main Miscellaneous." The records of the Adjutant General and Secretary of State were scheduled for arrangement and description beginning in September, 1968. Third was the preparation of various types of finding aids for the different record series and collections as their identification and arrangement made this possible.

While these initial operations were in process, an effort was made to improve the utilization of space in the division. The transfer of such files as the still photograph collection, the Mirabeau B. Lamar papers, and the Nacogdoches Archives, and the file formerly known as Main Miscellaneous, to document containers was made.

An attempt was also made as much as was possible, to restore the integrity of files which had been broken up, particularly when records had been placed in manuscript collections.

The work was organized into two segments—records and historical manuscripts—to proceed simultaneously along the lines described above. In the processing of manuscripts in the division, it was decided to begin with those most frequently used, and to aim at their proper identification, a logical arrangement of the contents within each collection, and the establishment of a consistent and easily used means of locating them. The latter goal resulted in the creation of a catalog in which are listed, as they are processed and shelved, all historical manuscript collections with a symbol which denotes their location on the shelves.

The processing of records proceeded somewhat differently from that of manuscripts. It was possible, in the case of manuscripts, to

deal from the beginning with each collection in its entirety, for the manuscript collections were, for the most part, physically still intact; the records in the division, on the other hand, had become scattered and in the process the knowledge of their contents was lost. In the handling of records, therefore, first priority was necessarily given to listing all material so that those records apparently belonging to a single record group could be identified and brought together. It was decided that if during this process it became evident that certain series were complete to a usable degree, internal finding aids for those series would be prepared.

At the end of the first year since the initiation of this program, processing has proceeded according to schedule. Virtually all of the records housed in the division are provisionally identified; a shelf list has been compiled showing the label of each document container and volume and its location on the shelves. In addition, two special lists have been prepared for the use of staff members in locating materials for researchers and one already in preparation prior to September, 1967, has been completed. These lists show the contents and location of records which are very frequently used—Republic pensions, tax rolls, and records of the Legislature.

The processing of historical manuscripts, too, has proceeded satisfactorily, though necessarily at a slower pace, since each collection must be individually handled. By the end of August, 1968, 361 collections or approximately 50,000 documents comprising 42 linear feet had been processed, that is, the papers within them had been given an arrangement and placed in folders and document containers, a data sheet had been prepared on the nature and scope of their contents, and 982 3 x 5 cards had been prepared for the manuscripts catalog. In addition, an inventory had been prepared of the Samuel Bell Maxey Papers and a calendar had been started of the Claude Elliott Collection both of which will be made available to interested researchers and institutions.

The priority given during the past year to the identification and processing of the papers housed in the division, with the resultant employment of all of the staff time available, has necessitated that certain other functions of the division be de-emphasized. These are the publication program and, as mentioned above, the solicitation program. Publications during the biennium included: *Handbook of Texas Archival and Manuscript Depositories* Monograph No. 5, comp. James M. Day, Texas Library and Historical Commission: Austin, 1966, and *Texas Post Office Papers, 1836-1840*, ed. James M. Day, Texas Library and Historical Commission:

Austin, 1967, 2 vols. In addition, personnel within the division have given assistance in the preparation of a Texas State Library publication, edited by former Governor Price Daniel, to be entitled "Legislative Messages of the Presidents and Governors of Texas." The first volume in this series should be available within the next biennium.

The direction of the present efforts of the division to properly arrange and describe its holding is toward making them available in as usable form as possible. This is, indeed, the final objective to which all work in the division is ultimately devoted.

The aims of the existing publication program were examined and it was decided that in future the emphasis of this program should be coordinated with the overall arrangement and description program. In line with this it is anticipated that publications emanating from the division for the next several years will be devoted to the effort to make the material housed in the division readily accessible to the public. The products of the publication program would then be the final and most useful portion of the work of processing that has now been started, for it would describe to potential researchers the resources available here.

Without such a program, the work now begun will be of little value, for though the papers may be excellently arranged, no one will know of their existence. It is imperative that the Archives Division institute a program of published finding aids.

## **Texas Documents Section**

The collection and distribution of Texas State Documents remained stable for the first half of the biennium. Records kept during the preceding biennium of the quantity of documents collected and distributed have proven that the decision to encourage all the state agencies to reduce the quantity from the stipulated 150 copies to 125 copies of each publication is practical. The average quantity required to satisfy requests is 100 to 120 copies. The fewer copies of surplus documents have resulted in a saving of shelving space in which to operate as well as a saving of time, expense, and effort in the over-all operation.

A part-time assistant assigned to the section and clerical help were made available to assist with typing of shipping labels, envelopes, and correspondence. This assistance with many of the clerical tasks afforded time for a long delayed study toward plans for improving the operation.

As a result of this study the "Checklist for Official State Pub-



lications" and the "List of State Publications Issued the Preceding Month" beginning January, 1968, were combined into one list entitled "Texas State Documents." This list serves both as a bibliography of state publications issued by each state agency and as a checklist for use by the libraries in requesting available documents. A conservative estimate of thirty per cent saving in time and expense is the result of this alteration.

The assistants revised the entire arrangement of the surplus documents on the shelves in the stack area. This movement recovered several additional linear feet of space essential to the operation. A few librarians visited the stack area and were able to complete their files from the surplus copies which have been retained for so many years.

The number of designated "depository libraries" remains at thirty-six in Texas, plus the Library of Congress, Washington, D. C. Ten non-depository libraries in Texas continue to receive one copy of whatever Texas State Documents are available to them on a complimentary basis. Twenty-two out-of-state libraries continue to be furnished one copy of each available document through the "Gift & Exchange" service.

The statistical history reveals some increase in the operation. Ninety-eight state agencies contributed an estimated 900 titles, editions, and/or issues of state documents totaling about 100,000 copies for distribution during this biennium. Another 5,000 documents were furnished in very limited quantities for the files of the Texas State Library only. As these documents were received at the Texas Document Section a permanent record was prepared on a 3 x 5 catalog card showing the agency, the title, the quantity, and the date they were received.

There were a total of 32 lists of state documents compiled, reproduced, and distributed to the state agencies as well as to the libraries having an interest in Texas State Documents. Eight of these lists were, in part, duplicates of the first 16 lists issued. This duplication was eliminated with the beginning of the list, "Texas State Documents." The mailing address of approximately 200 recipients of the Texas State Documents list were typed on the envelopes in which the list were mailed.

Approximately 5,100 shipping containers were prepared for transmitting about 88,000 documents during the biennium. The physical movement of collecting and distributing all these documents involved approximately 1,500 pieces of correspondence.

No record was kept of the numerous telephone calls and personal

calls that were made to the state agencies in relation to obtaining state documents. Likewise, no record was kept of the frequent requests by the state agencies for us to pick up their documents to be distributed.

### Professional Activities

Both of the division's Directors and the professional staff have participated in professional activities during the past biennium. Mr. Newton Mitchell, Librarian I and supervisor of the Texas Documents Section, participated in the Government Documents Discussion at the Texas Library Association's annual conference in Fort Worth, Texas, April, 1967, and in San Antonio, Texas, April, 1968.

At the request of the School of Library Science, Texas Woman's University, the librarian spoke to the Government Documents Class and their guests on the management of State Documents in a library collection.

Mrs. Mary Osburn, Archivist I in charge of the Reference Section, was instrumental in the acquisition of the Samuel Bell Maxey Papers and personally transported them from Paris, Texas, to the Archives. Mrs. Osburn also revised the "Outline of Sources for Genealogical Research in the Texas State Archives."

Mrs. Marilyn von Kohl, Archivist I in charge of the Processing Section, represented the Texas State Library in Fort Worth at the Small Museums Institute sponsored by the Texas State Historical Survey Committee. She also prepared articles on "Riots in Texas" and "Lynching in Texas" for the proposed third volume to the *Handbook of Texas* to be published by the Texas State Historical Association.

Dr. Day delivered a major paper at the March 25, 1966, meeting of the Archives Roundtable of the Texas Library Association. As a result of this speech the *Handbook of Archival and Manuscript Depositories* was produced. He also served as Second Vice-President of the Sons of the Republic of Texas and as a member of the State and Local Records Committee of the Society of American Archivists.

Mr. Corkran served on the Preservation Committee and the State and Local Records Committee of the Society of American Archivists. In addition, he participated in the Archives Roundtable program of the Texas Library Association in 1968, and presented a major paper at a one-day Symposium on Archival Administration in New Orleans, Louisiana.

# Division for the Blind and Physically Handicapped

AS A RESULT OF TWO CONGRESSIONAL ACTS during the biennium, the Division for the Blind and Physically Handicapped has experienced tremendous expansion in the services offered and a consequent increase in reader registration. Public Law 89-522 amended the Pratt-Smoot Act of 1931 so that library services formerly restricted to the legally blind were made available to all persons who, because of any physical handicap, are unable to read conventional printed materials. At the same congressional session the enactment of PL89-511 amended the Library Services and Construction Act to include library services for the physically handicapped. The simultaneous implementation of these two amendments became the responsibility of this Division of the State Library.

As compared with the reader registration of 4,251 and total circulation of 290,314 volumes during the twenty-ninth biennium, the Division now serves 7,701 readers and since July 1, 1966 has circulated a total of 363,725 volumes. In addition to Talking Books and Braille Books, these figures also include 533 registered readers of books recorded on magnetic tape and a circulation of 5,423 volumes; plus 160 readers of Large Print Books and a circulation of 1,917 volumes. These two media represent a significant phase of the expanded services initiated during the biennium.

Planning of library services for a much more numerous and diversified clientele as provided by the enactment of PL89-522 and

Title IV-B, PL89-511 demanded the assistance of an advisory council and the submission of a plan of operations.

It is the policy of the Division to widen and strengthen its services within Texas communities by the development of a master plan for library services to blind and physically handicapped persons and to encourage community action to fulfill that plan. The master plan includes decentralization of resources and services, a program which had its beginning in a previous biennium with the establishment of five deposit collections of Braille Books at selected locations throughout the state—namely, Dallas, Houston, San Angelo, the University of Texas, and Travis Association for the Blind in Austin.

During the past two years this program has been continued in these locations and is now extended to include El Paso, San Antonio, Corpus Christi, McAllen, and Temple. Both Talking Books and Large Print Books have been added to the Braille collections. In locations where the needs have been determined and requests made, based upon the advice of a medical authority, special reading aids and supportive devices such as page turners, prism glasses, reading stands, and special projectors will be assigned.

Several applications for other deposit collections are now pending. In determining the location of a deposit collection careful study is given to such matters as the amount of space available for housing the materials, the staff time for maintaining it, and the program which is being planned for its use.

In order to shape the service to the individual interests and rehabilitative needs of the patron the primary aim of the annual program set forth has been to strengthen the collection by including materials on motivation and vocation, recorded books in Spanish, and the establishment of a basic collection of library resources for and about rehabilitation.

In an effort to meet the need for reading materials for the physically handicapped during the first year following the new legislation the Library of Congress supplemented its Talking Book resources by an increase of 25 percent in titles and a 50 percent increase in copies per title. The number of record players available for loan was doubled. Receiving, processing, and dispensing this excessive amount of additional materials has been somewhat of a strain, both from the standpoint of available staff and actual storage space in the quarters assigned to the Division. Personnel needs have been greatly alleviated by the provision for an Assistant Director for the Division, a consultant for Title IV-B, and

additional clerical help. Serious study is being given to current space limitations.

In order to provide patrons of the Division with requested materials not available in this library, the "reference service"—maintained by keeping in close contact with numerous private agencies—is constantly being expanded. This service is of special benefit to persons engaged in research or students seeking technical information. An excessive amount of personalized attention on the part of Division's staff goes into this effort.

The summer reading program sponsored by this Division is meeting a need for blind and physically handicapped children throughout the state during the vacation months. During the summer, 1968, 163 boys and girls participated in the special program. Several are expected to receive their fifth brailled certificate with the proper markings indicating that they have been a participant each year since the program was started in 1964.

Extensive plans are now being developed for a pilot project operating under Title IV-B of PL89-511 in which this Division will have a close working relationship with Region XIII Education Service Center which serves Austin and 15 surrounding counties. The Region XIII will be one of the 20 such centers in a state network sponsored by the Texas Education Agency for the purpose of providing supplementary educational materials.

It is believed that this relationship with Region XIII will serve a highly worthwhile purpose in helping to obtain accurate data as to the identities, characteristics, and service potentials of persons within this designated area who are in need of special library service, such information being of utmost importance for future state wide planning.

In the absence of accurate data as to the actual number of blind and physically handicapped persons in Texas, the number of potential users of this special library service can be determined only by an application of the nationwide ratio. From this standpoint it appears that there are between 90,000 and 110,000 persons in Texas who are potential users of this library service. Probably three-fourths of these would never be enrolled because of personal interest and the process of certification, thus reducing the number of actual patrons to approximately 25,000. The short range goal of the Division, then, is to provide library service for these 25,000 blind and physically handicapped Texans that will accomplish for them the same objectives that motivate library service for the sighted and non-handicapped.

# Field Services

**T**HE FIELD SERVICES DIVISION personnel proudly call themselves the Texas State Library Roadrunners because of the extensive traveling done by the field personnel including their responsibility to consult with the personnel of each public library in the State at least once a year. During this biennium, the field consultants of this Division made 840 consultatory visits to the public libraries of Texas and held 56 workshops.

The primary objective of the Field Services Division is to render a professional advisory service to plan, stimulate and help carry out the development and establishment of adequate public library service in all counties of Texas. The program to reach this objective is primarily funded by the federal Library Services and Construction Act, Title I.

The Division is responsible for the administration of two and a half of the four Titles of this Act, Titles I, III and IVA. The Field Services Division portion of this ten year old federal program is designed to encourage better local support for public libraries, for improvement of public library service to reach higher standards, the encouragement of a statewide system of public libraries and of cooperation between various types of libraries. The Field Services work also includes the improvement of the library service program in state-operated institutions.

The Division currently has an assignment of 20.5 employees, eleven of whom are classified as professional. Headquarters for the statewide operation is Room 207 in the Texas Archives and Library Building with five field offices—located in Amarillo, Abilene, Conroe, Dallas and San Antonio. Each of the small field offices accommodates a field consultant for the public libraries in

# Division

that area of the State and a half-time clerical assistant. At no time during the biennium has a full staff been on duty. Professional vacancies have averaged 10 to 20% at most times.

The Division's program is planned and administered from the Austin office. The program is implemented by the field consultants who come to headquarters once a month for instruction, planning and consultation with the Austin staff. These librarians hold the Master's degree in Library Science and have experience as administrators of public libraries. The Austin headquarters of the Division houses the Extension Loan Collection and the Professional Librarianship Collection as well as the Austin area field consultant and the administrative members of the Division staff.

Since the local public libraries of Texas are financed by governments of cities and counties, the state level coordination for improvement of public library services entails close coordination between this Division of the State Library and the cities and counties of the State. A close working relationship is also maintained with the Texas Library Association, the Special Libraries Association and the Texas Education Agency's staff responsible for school library development.


## LSCA-Title I


The program of Title I of the Library Services and Construction Act conducted by the Field Services Division includes four projects:


**Project 1**—"Strengthening the Texas State Library," provides funds to strengthen the State Library agency in areas necessary to carry out the objectives of the Library Services and Construction Act, Texas State Plan. Several Divisions of the

agency contribute to the program which is conducted by the Field Services Division; hence Title I funds are used to supplement state support in the following Divisions of the Library: Administrative, Division for the Blind and Physically Handicapped, Reference Division and the Technical Services Division—to the degree these divisions contribute to the federal program.

**Project 2**—provides funds for the operation of Field Services Division program which includes the maintenance of the regional offices and the headquarters office of the Division. Activities include:


 **Consultant service** to public libraries to persons employed in public libraries, library board members and friends of libraries is maintained on a regular monthly schedule. In 1967 with limitations created by having at times three and at other times five field consultants on duty (of the contingent of seven), 402 consultatory visits were made. In 1968 with the same shortage of consultants, 438 consultatory visits were made.


 **Workshops** are conducted by the field consultants for the purpose of improving the level of librarianship and trusteeship in Texas public libraries. During 1967 thirty-nine workshops were presented on the subjects of "Reference Work in Libraries" and "Book Selection." Also a two-day institute on "Public Library Buildings" was held. A three-day institute on "Young-Adult Literature" was sponsored and a series of book talks on children's literature were conducted. More than 1,000 persons attended these workshops. In 1968 seventeen workshops were held on the subjects of "Book Selection" and "The Operation of a Small Public Library." A three-day institute was held on "Public Library Management." A series of six workshops was sponsored on "Library Systems" and eleven workshops were held in cooperation with the Major Resource Center public libraries throughout the State. More than 1,500 persons attended these workshops.


 **The Professional Librarianship Collection** of the Field Services Division is similar to the book collection in a school of library science. Its services are made available through the public libraries of Texas, particularly for those




persons who do not have access to a library school collection. In 1967, 1,470 volumes circulated, 259 reference questions and 84 research questions were answered from this collection. The greatest volume of activity was in the distribution of pamphlets and unbound printed material. Activity in 1967 increased 20.3% over the previous year. In 1968, 2,191 volumes circulated, 173 reference inquiries and 59 research problems were answered.


 **Field Services Division** handles the circulation of the Texas State Library quarterly publication, *Texas Libraries*. It is distributed to all public libraries in Texas and an extensive mailing list. In both 1967 and 1968 each issue was sent to about 1,700 addresses.


 **The Texas Reading Club** is a summer program for children. The club is coordinated by the Texas State Library and is offered to encourage summer reading. Reading logs, bookmarks, posters and certificates are provided to local public libraries each year. In 1967, 55,000 reading logs were distributed to 276 public libraries. Completion certificates were awarded to 34,870 children. In 1968, 58,520 logs were sent to 280 public libraries which awarded 34,000 certificates to members of the "world's largest reading club."

 Distribution of *The Small Public Library*, the American Library Association's series of guides for the community librarian and Trustee has been distributed by the Field Services Division's field consultants to public libraries during the past three years. This series of pamphlets together with the Drexel Institute publication *Simplifying Work in the Small Public Library* and *Interim Standards for Small Public Libraries* have been distributed. Librarians now bring these pamphlets to meetings and workshops. The set is used as the basic text from which the field consultants conduct training sessions for persons working in the small public libraries of Texas. By 1968, 337 libraries had received sets of these pamphlets.


 The Austin office distributes special materials on librarianship through requests by field consultants for such materials to be mailed to interested persons. This selection of materials contains 92 items covering


all phases of public library management and trustee duties and activities. After a field consultant visits a library, a selection of these materials is ordered by the consultant for library personnel, board members or interested citizens to answer local needs. This project provides material tailored to the special needs of a particular library or community. Approximately 2,000 of such items were distributed in 1967. In 1968, 2,500 were distributed.


 **The Extension Loan Collection** provides book improvement loans to small public libraries which do not qualify for a local grant under Title I of the Library Services and Construction Act. Small Texas public libraries which give at least 9 hours of service per week, are open to all citizens of the community and have filed an Annual Report with the Texas State Library are eligible for this service. Loans are made for a period of one year with the privilege of a one-year renewal. These collections of books vary from 100 to 500 titles to supplement local collections and encourage improvement of local book purchases. In 1967, 49,082 books were distributed. This represented an increase of 54.3% over the preceeding year. In 1968, 32,567 books were placed in 152 small public libraries.


 **Public library statistics** are gathered from annual report forms mailed to the public libraries of Texas. A directory is compiled from this information each year. The publication also contains directory information about Texas college and university libraries. For the past two years the statistical information profiles of Texas public libraries have been placed on punched cards which are made available for research use. Facts on each public library include population served, book stock, circulation figures and funds for salaries, books and periodicals. Directory information includes location, address, extension units, hours open and the name of the head librarian of each public library. Also included is the statistical report of the Texas State Library, a listing of the Texas counties without public library service and a list of colleges offering courses in librarianship in Texas. Each spring two thousand copies of *Texas Public Library Statistics* are distributed to all public, college and university libraries in the state and to a general mailing list.

In 1967 the Field Services Division published the *Texas Special Libraries Directory* which will continue to be published biennially. This directory included a listing of all special libraries in Texas with information as to holdings, address, subject specialty and other pertinent information. This directory is compiled with the cooperation of the Texas Chapter of the Special Libraries Association. Another regular annual publication of the Division is the directory of the names and addresses of Texas public library trustees entitled *Directory, Texas Public Library Boards*. Each of these two publications was distributed to 2,000 addresses, including the 356 public libraries in the State.

 During the 1967-1968 period a number of special studies and surveys were conducted. The 1967 work included: a survey of library conditions in Orange and Jefferson counties by Lamar Wallace, a survey of library needs in the Trans-Pecos by Mrs. Laura Thomas, a survey of the library needs of the Houston area entitled *Texas Libraries, a Seven County Study* by Francis R. St. John, a study of the public libraries in the Rio Grande Valley by Mrs. Gretchen Schenk and an administrative survey of the Texas State Library by Management Research International. In 1968 a survey of the Major Resource Center area of the Abilene Public Library was begun which will be completed early in 1969.

 Communication with all public libraries in Texas, the library boards of these libraries, the library associations and persons interested in public library development creates a volume of mailing activity for the Field Services Division. During fiscal year 1968 record was kept of all multiple mailings from the Division. These mailings ranged from notification to twenty-eight libraries of a meeting to the mailing of 2,000 copies of *Texas Libraries*. This activity count does not include regular correspondence, only multiple mailings, e.g., invitations to workshops applications for grants, distribution of audit guides, annual report forms and questionnaires. These sorts of mailings amounted to a total during the year of 37,022 pieces.

 During the past biennium three brochures have been prepared for dissemination of information about the Field Services Division program. These include "Texas State Library, Field Services Division," "Texas State Library, Plan for Public Library Development," and "A World of Knowledge." These brochures have been widely distributed and have been accepted enthusiastically. Three maps are also distributed which indicate the field consultant service area boundaries, the Major Resource Center public libraries' service areas and the Texas Library Association's district boundaries.

 In order to give fresh insight into solutions to problems of librarianship in the public libraries of Texas, an expert consultant program is conducted. During the biennium nine programs presented by experts in the field of librarianship have been sponsored by Field Services Division.

**Project 3**—The third project of the Title I program is the local grant program. This program allocates grants to local libraries which meet criteria established by the State Library and approved in the State Plan for the use of these funds by the Department of Health, Education and Welfare. During the past two years \$2,125,000 has been allocated locally to Texas public libraries under this project to encourage better local support, improvement of library service and cooperative efforts toward systemization. This cooperative effort by libraries participating in the Title I local grant program has been instrumental in the improvement of local conditions for public libraries in the State.

Libraries previously operated by clubs or on other informal basis have become established as part of city or county government. Many community officials are understanding the efforts necessary to establish good public library service, and what this service can do for their citizens. Under the local grant program, ten Major Resource Center libraries were designated in August of 1966.

This established the base from which a more formal public library system can develop to give the benefit of access to the library resources of the total State to all citizens regardless of where they live in Texas. In 1967, 88 public libraries received grants; in 1968, 108 libraries were in the program.

**Project 4** is a grant program for special projects to encourage local participation in furthering the goals of the State Plan, to support significant small scale activities directly related to the goals of the Plan. During the biennium the following projects have been conducted:

**In 1967:**

1. Austin Public Library was granted \$17,500 for a project to index the Austin *American Statesman* newspaper for the use of the entire state.
2. The Abilene Public Library was granted \$2,500 for a study to determine the feasibility of cooperative library functions within the Abilene MRC service area.
3. The Centralized Processing Center at the Fort Worth Public Library was funded for its first year of operation for \$55,000. Thirty libraries are currently benefitting from this central operation of ordering and processing books for member public libraries. The Center processed 15,600 volumes during its first year of operation for libraries located in the Fort Worth Major Resource Center service area.

**In 1968:**

1. The Abilene Public Library received a grant of \$22,500 to implement the survey recommended by the 1967 project. The survey is being conducted by Miss Dorothy Sinclair and a team of researchers from Case Western Reserve University, Cleveland, Ohio.
2. The Tex-Tec project was proposed by the Amarillo Public Library for the development of a special training program for technical assistants for libraries. Dr. Louis Shores, Mayrelee Newman, Richard T. Wilkinson, Richard E. Smith and William Tucker developed the syllabus for Communication Service Corporation which has created statewide interest and discussion. Cost of the project was \$16,000.
3. The Dallas Public Library received a special project grant of \$20,000 to purchase books to stock the library component of a Demonstration Cities project in that city. Materials purchased will be utilized for a pilot project of library service to an extremely disadvantaged area of the city through a multi-agency center.

4. The Fort Worth Public Library received funds for a second year of operation for the Centralized Processing Center. By January 31, 1968, 57,869 books had been processed through the center which serves the public libraries in the Fort Worth Major Resource Center area. Membership satisfaction with the center is high and delivery dates, discounts, procedures have been successful.

5. A special project grant was allocated for \$4,000 to participate in the production of a cooperative motion picture film sponsored by several state libraries. The film is to be used as a part of workshop activity especially for Trustees of public libraries.

6. A special project grant of \$3,000 was allocated for printing and distribution of the study *Resources of Texas Libraries* which had been prepared by Dr. Edward Holley and Dr. Donald Hendrix for the Coordinating Board, Texas College and University System. The scholarly study indicates the strengths and weaknesses of the larger Texas public libraries, junior college, college, university and special libraries within the state. The publication has received favorable printed reviews and request for copies has been extensive.

7. A special project grant of \$250 was made to fund a seminar preceding the annual Texas Library Association conference. The meeting was devoted to consideration of reference work problems in Texas libraries including possibilities for cooperative activities including union lists and inter-library loan.

### **LSCA-Title III**

The program under Title III of the Library Services and Construction Act began in 1967. The purpose of this new addition to the Act was to encourage and develop cooperative activities between different types of libraries for the benefit of all library users. With rising costs of all forms of information and the duplication of activity and collections in many libraries and information centers in the United States, efforts are being made to devise means to more effectively and economically use all resources.

An advisory council for this Title meets semi-annually in this Division to confer on the annual program of work. Title III activity during its first year consisted of conducting a survey to determine

the feasibility and cost of a statewide public library communication system since effective future cooperation would necessitate rapid communication. A system was devised, the operating cost of which could be met by the limited funds available, using telephone and Telex equipment.

During 1968 the Texas State Library Communication Network began operation and a measurement of costs and effectiveness will be made in January of 1969. Observations at this time indicate that the system has done more for interlibrary cooperation than any other type of activity sponsored by the Texas State Library.

### **LSCA-Title IVA**

Title IVA of the Library Services and Construction Act was added to the program at the same time as Title III with the first year of the Act as a planning period. This new Title had as its purpose the upgrading of library services to the persons within state-operated eleemosynary institutions. To enable the Division to plan such a program it was necessary to know what library service conditions existed in the state institutions.

To gain this knowledge a survey was conducted for the State Library by Management Research International. The survey indicated that many of these Texas institutions had little, if any, library service for inmates and only 3 of the 30 institutions surveyed had a professional librarian on their payroll.

After the survey a consultant was employed to administer the Title IVA program to institutional libraries. Grant activity in 1968 involved the Texas Department of Correction where \$38,000 was spent for books to improve the library collections of the prison's 14 units. The consultant has traveled to all 30 institutions concerned and is currently working with their administrators in an effort to encourage the inclusion of library service in budget considerations.

The Field Services Division of the Texas State Library has accelerated, improved and enlarged its program during the biennium. Field activities are never static as new and changing problems are encountered in public library development for the state.

As the state grows the informational needs of Texans are growing and at a rate faster than the support of our libraries. Therefore, the challenge to the Field Services Division program is an ever increasing one. The Division's motto "Where the Action Is" indicates the energetic effort with which its personnel face the challenge.

# Legislative Reference

**T**HE WORK OF THE LEGISLATIVE REFERENCE Division fell into the regular pattern for the biennium. The early part of the biennium was spent in preparation for the convening of the Regular Session of the 60th Legislature. A letter was sent to all members of the Texas Legislature explaining the purpose of the Legislative Reference Library and describing the holdings of Library. A biographical form to be filled out by each member was also included with the letter. Returns from the members have enabled the Division to keep a fairly complete biographical file on all current members of the Legislature.

The Regular Session convened January 10, 1967 and adjourned May 29, 1967. The Library was open from 7:30 a.m. to 9 p.m. Monday through Friday. It was also open on Saturdays. Two law students were on duty at night to handle requests for material and to file and index the copies of bills and journals received daily from the Legislature. The Library was kept open past the 9 p.m. closing time if either House of the Legislature was in session.

As in the past, the "bill book" was posted daily. This book contains a complete legislative history of each bill, showing the page of the daily journal where each action on the bill is recorded. The daily journals were mailed weekly to all depository libraries.

Although exact circulation and usage statistics were not kept until January 3, 1968, the use of the Library increases every biennium. For the period from January 3, 1968 to August 31, 1968, the Library circulated 3,857 books and pamphlets and answered 4,599 reference questions.

The post-session period was spent in organizing and adding to the collection the vast amount of material received from the individual members of the Legislature. The compilations of laws published by the Division were also brought up to date. These publications included "The Library Laws of Texas," "The Laws Pertaining to Tuition in State Supported Colleges and Universities (The Hazlewood Act)," "Marriage and Divorce Laws," "The Texas Flag Law," "Sessions of the Legislature of Texas," and "The Apportionment Laws."



# Division

The holdings of the Division were evaluated during this biennium in order that little used subscriptions and publications might be eliminated. As a result of this evaluation, some little used periodicals were cancelled and others needed by the library were ordered.

## Major Reorganization

A major reorganization of the library was completed in the spring of 1968. This was done for two purposes: to better control many of our more valuable materials such as the original bills of the Legislature and our newspaper clipping files; and to provide adequate air circulation for the air conditioners that were installed in the library.

The First Called Session of the 60th Legislature convened June 4, 1968 and adjourned July 3, 1968. As during the Regular Session, the library was open from 7:30 a.m. to 9 p.m., and on Saturdays.

There has been a heavy turnover in personnel during the biennium. Three persons have held the position of Assistant Director, two persons have held the position of Librarian and two persons have held the position of Secretary. However, the positions of Assistant Director and Librarian have been filled and it is believed that there will be little turnover in these two positions in the future.

The Director attended several conference and training sessions during the biennium. He participated in the National Legislative Conference held in San Antonio in September, 1967. He observed the Pennsylvania Legislative Retrieval Program in Harrisburg, Pennsylvania and observed the operations of the Automated Law Services in Pittsburg, Pennsylvania.

Automated Law Services also held a two-day training course in Austin to teach the process of framing searches for statutory retrieval since the Texas Statutes are now on tape. This course, sponsored by the Texas Legislative Council, was attended by the Director and the Assistant Director. The Director also went to the National Legislative Conference held in Miami Beach in August, 1968.

# Records Management

**D**URING THE BIENNIUM RECORDS MANAGEMENT Division extended its services to two new agencies bringing the total to 27 agencies served. Enactments by the 59th Legislature dealing with records management contributed greatly to the growth of the division.

Destruction of worthless records has surpassed the accessions of this division for the third year in a row making it possible to accept more recent and useful records. Although total records in storage have decreased, a 27 percent increase in retrievals over the 1964-66 biennium is reflected in the statistical data of this report.

Semiannual meetings of the Records Preservation Advisory Committee were held during this biennium as prescribed by law. Guidelines for the retention of many state records were established by the committee and copies of the Recommended Retention Schedule have been mailed to most state agencies. Also, the R P A C was instrumental in reducing the volume and establishing a reasonable retention period on cancelled state warrants stored with Records Division

Microfilming essential state records has become an important function of Records Division. 1,463,155 documents were filmed during 1966-68 as compared with 100,000 filmed in 1964-66. Two copies of all essential records are made. One copy is retained by the division as a security copy and the other is returned to the creating agency for reference.

Presently, Records Management Division is staffed by five full-time and two part-time employees. Regular duties performed included:

- **Retrieval of Records** — more than 53,000 items were retrieved or refiled during 1966-68.

# Division

- **Receipt of Records** — all records leaving the premises were receipted and monthly totals were recorded by agency.
- **Delivery-Transfer of Records** — 26,431 items were delivered as requested and 14,329 cubic feet of records were accessioned during this biennium.
- **Destruction of Records** — records such as treasury warrants, criminal files and tax records must be shredded before they are sold as scrap. 13,898 boxes of records were shredded and bailed during 1966-68. This process consumed 1792 man-hours.
- **Verification of Employment** — verification of state and teacher employment for retirement benefits was continued during 1966-68. There were 234 request for a total of 643 years of teacher service and 107 requests for a total of 484 years of state service verified by R M D.

In preparation for the forthcoming move to new quarters, Records Management Division continued to rebox, reindex, revise and relocate all holdings so that a well organized and efficient records management program will result. Some 14,283 boxes have been checked and consolidated into 7281 boxes. Indexes for the Auditor, Comptroller-Oil and Gas Division, Secretary of State and the State Securities Board have been updated to include all material now in storage. Additional metal shelving; consisting of 2109 linear feet of open shelf filing and shelving to accomodate 1782 boxes, has been constructed. In an effort to consolidate material by subject, 2268 boxes and 4729 bound volumes were moved.

The following statistical reports indicate specific functions of Records Management Division as they relate to the individual agency and to the overall operation of this division.

## RECORDS MANAGEMENT DIVISION

### Statistical Data

The figures represent the total numbers of records received from each agency. They are classified as boxes and bound material. Boxed records are classified as follows: Legal size (15 x 11 x 24); Perma-Pak (15 x 11 x 12); and Warrant size (8½ x 4 x 24). Bound volumes from each agency vary in size and are listed as cubic feet of space which they occupy.

### Summary of Records Received 1966-67

#### Boxed Records Received from

|   | Number of<br>Boxes | Cubic<br>Feet |
|---|--------------------|---------------|
| Adjutant General's Office .....                             | 1061               | 1061          |
| Auditor's Office .....                                      | 279                | 279           |
| Barber Examiners, Board of .....                            | 10                 | 10            |
| Building Commission .....                                   | 16                 | 16            |
| Comptroller of Public Accounts .....                        | 699                | 682           |
| Control, Board of .....                                     | 237                | 474           |
| Coordinating Board, Texas College<br>and Universities ..... | 10                 | 10            |
| Governor's Office .....                                     | 25                 | 25            |
| Health Department, Texas State .....                        | 69                 | 56            |
| Industrial Accident Board .....                             | 581                | 789           |
| Insurance, State Board of .....                             | 794                | 794           |
| Labor Statistics, Bureau of .....                           | 3                  | 3             |
| Library, Texas State .....                                  | 4                  | 4             |
| Medical Examiners, Board of .....                           | 2                  | 4             |
| Pardons and Paroles, Board of .....                         | 201                | 201           |
| Parks and Wildlife Department .....                         | 96                 | 192           |
| Railroad Commission .....                                   | 84                 | 87            |
| Secretary of State .....                                    | 174                | 182           |
| Securities Board .....                                      | 173                | 169           |
| Treasury Department .....                                   | 5559               | 2782          |
| Water Rights Commission .....                               | 7                  | 7             |
| Total Boxed Records Received 1966-67 .....                  | 10084              | 7827          |

## Summary of Records Received 1967-68

### Boxed Records Received from

|  | Number of<br>Boxes | Cubic<br>Feet |
|--|--------------------|---------------|
| Adjutant General's Office .....                              | 11                 | 11            |
| Animal Health Commission .....                               | 36                 | 36            |
| Building Commission .....                                    | 14                 | 14            |
| Comptroller of Public Accounts .....                         | 1606               | 1582          |
| Control, Board of .....                                      | 815                | 1590          |
| Coordinating Board, Texas Colleges<br>and Universities ..... | 10                 | 10            |
| Governor's Office .....                                      | 20                 | 20            |
| Health Department, Texas State .....                         | 280                | 207           |
| Industrial Accident Board .....                              | 380                | 380           |
| Insurance, State Board of .....                              | 603                | 560           |
| Labor Statistics, Bureau of .....                            | 26                 | 26            |
| Library, Texas State .....                                   | 6                  | 6             |
| Pardons and Paroles, Board of .....                          | 117                | 117           |
| Parks and Wildlife Department .....                          | 275                | 275           |
| Railroad Commission .....                                    | 229                | 233           |
| Secretary of State .....                                     | 211                | 211           |
| Securities Board .....                                       | 107                | 107           |
| Treasury Department .....                                    | 230                | 115           |
| Water Development Board .....                                | 4                  | 4             |
| Water Rights Commission .....                                | 16                 | 16            |
| <b>Total Boxed Records Received 1967-68 .....</b>            | <b>4996</b>        | <b>5520</b>   |

## Summary of Records Received 1966-67

| Bound Records                                     | Cubic Feet |
|---|------------|
| Comptroller of Public Accounts .....              | 380        |
| <b>Total Bound Records Received 1966-67 .....</b> | <b>380</b> |

## Summary of Records Received 1967-68

| Bound Records                                     | Cubic Feet |
|---|------------|
| Comptroller of Public Accounts .....              | 600        |
| Secretary of State .....                          | 2          |
| <b>Total Bound Records Received 1967-68 .....</b> | <b>602</b> |

## Summary of Circulation by Agency 1966-67

| Requested By                         | Number of Requests | % of Total Requests | Number of Items | % of Total Items |
|--------------------------------------|--------------------|---------------------|-----------------|------------------|
| Adjutant General's Office .....      | 1                  | .05                 | 1               | .01              |
| Auditor's Office .....               | 4                  | .20                 | 5               | .04              |
| Building Commission .....            | 17                 | .80                 | 30              | .25              |
| Comptroller of Public Accounts ..... | 561                | 27.70               | 1301            | 10.60            |
| Control, Board of .....              | 1                  | .05                 | 5               | .04              |
| Coordinating Board, Texas            |                    |                     |                 |                  |
| Colleges and Universities .....      | 1                  | .05                 | 3               | .02              |
| Cosmetology, Board of .....          | 91                 | 4.50                | 129             | 1.10             |
| Governor's Office .....              | 1                  | .05                 | 1               | .01              |
| Health Department, Texas State ..... | 6                  | .30                 | 16              | .13              |
| Industrial Accident Board .....      | 483                | 24.00               | 7693            | 62.80            |
| Insurance, State Board of .....      | 266                | 13.10               | 1471            | 12.00            |
| Labor Statistics, Bureau of .....    | 17                 | .80                 | 20              | .20              |
| Law, C.R. (Tax Records) .....        | 16                 | .80                 | 207             | 1.70             |
| Library, Texas State .....           | 85                 | 4.20                | 193             | 1.60             |
| Pardons and Paroles, Board of .....  | 86                 | 4.20                | 352             | 2.90             |
| Railroad Commission .....            | 29                 | 1.40                | 158             | 1.30             |
| Real Estate Commission .....         | 183                | 9.00                | 276             | 2.25             |
| Secretary of State .....             | 37                 | 1.80                | 104             | .85              |
| Securities Board .....               | 106                | 5.20                | 174             | 1.40             |
| Treasury Department .....            | 37                 | 1.80                | 94              | .80              |
| <b>TOTALS .....</b>                  | <b>2028</b>        | <b>100.00</b>       | <b>12233</b>    | <b>100.00</b>    |

## Summary of Circulation by Agency 1967-68

| Requested By                         | Number of Requests | % of Total Requests | Number of Items | % of Total Items |
|--------------------------------------|--------------------|---------------------|-----------------|------------------|
| Adjutant General's Office .....      | 20                 | .90                 | 20              | .10              |
| Auditor's Office .....               | 7                  | .30                 | 21              | .15              |
| Building Commission .....            | 19                 | .90                 | 46              | .35              |
| Comptroller of Public Accounts ..... | 524                | 24.50               | 1279            | 9.00             |
| Control, Board of .....              | 8                  | .30                 | 237             | 1.70             |
| Cosmetology, Board of .....          | 97                 | 4.60                | 140             | 1.13             |
| Governor's Office .....              | 3                  | .10                 | 9               | .05              |
| Health Department, Texas State ..... | 23                 | 1.10                | 26              | .20              |
| Industrial Accident Board .....      | 485                | 22.70               | 9676            | 68.10            |
| Insurance, State Board of .....      | 337                | 15.70               | 933             | 6.50             |
| Labor Statistics, Bureau of .....    | 33                 | 1.50                | 43              | .30              |
| Law, C. R. (Tax Records) .....       | 22                 | 1.00                | 184             | 1.20             |
| Library, Texas State .....           | 73                 | 3.40                | 145             | 1.12             |
| Pardons and Paroles, Board of .....  | 111                | 5.10                | 422             | 2.90             |
| Parks and Wildlife Commission .....  | 1                  | .05                 | 2               | .01              |
| Railroad Commission .....            | 51                 | 2.40                | 468             | 3.30             |
| Real Estate Commission .....         | 100                | 4.70                | 128             | 1.00             |
| Secretary of State .....             | 9                  | .40                 | 13              | .08              |
| Securities Board .....               | 136                | 6.30                | 213             | 1.50             |
| Treasury Department .....            | 86                 | 4.00                | 192             | 1.30             |
| Water Development Board .....        | 1                  | .05                 | 1               | .01              |
| <b>TOTALS .....</b>                  | <b>2146</b>        | <b>100.00</b>       | <b>14198</b>    | <b>100.00</b>    |

## Summary of Records Destroyed 1966-67

| Boxed Records<br>Agency              | Number of<br>Boxes | Cubic<br>Feet |
|--------------------------------------|--------------------|---------------|
| Auditor's Office .....               | 116                | 156           |
| Barber Examiners, Board of .....     | 12                 | 24            |
| Comptroller of Public Accounts ..... | 438                | 683           |
| Control, Board of .....              | 232                | 464           |
| Cosmetology, Board of .....          | 9                  | 9             |
| Health Department, Texas State ..... | 131                | 262           |
| Industrial Accident Board .....      | 284                | 284           |
| Insurance, State Board of .....      | 84                 | 129           |
| Pardons and Paroles, Board of .....  | 84                 | 137           |
| Parks and Wildlife Department .....  | 77                 | 154           |
| Secretary of State .....             | 1118               | 1201          |
| Treasury Department .....            | 7309               | 3931          |
| <b>Total Boxed Records Destroyed</b> |                    |               |
| 1966-67 .....                        | 9894               | 7434          |

### Bound Records

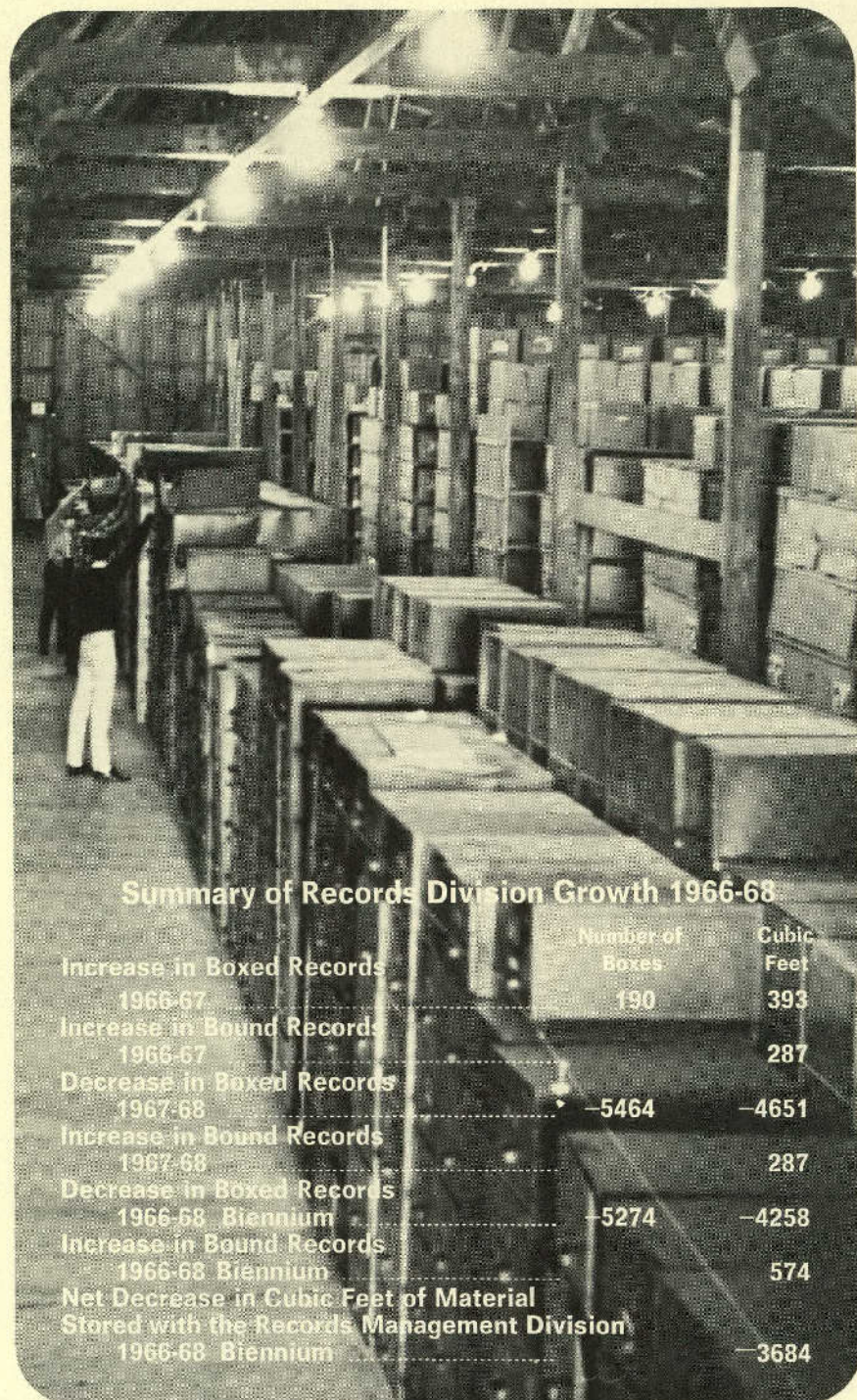
|                                      |    |
|--------------------------------------|----|
| Comptroller of Public Accounts ..... | 73 |
| Secretary of State .....             | 20 |
| <b>Total Bound Records Destroyed</b> |    |
| 1966-67 .....                        | 93 |

## Summary of Records Destroyed 1967-68

| Boxed Records<br>Agency              | Number of<br>Boxes | Cubic<br>Feet |
|--------------------------------------|--------------------|---------------|
| Auditor's Office .....               | 24                 | 48            |
| Comptroller of Public Accounts ..... | 1496               | 2385          |
| Control, Board of .....              | 231                | 462           |
| Health Department, Texas State ..... | 2                  | 4             |
| Industrial Accident Board .....      | 175                | 350           |
| Insurance, State Board of .....      | 366                | 564           |
| Library, Texas State .....           | 2                  | 2             |
| Pardons & Paroles, Board of .....    | 157                | 314           |
| Parks and Wildlife Department .....  | 165                | 330           |
| Railroad Commission .....            | 53                 | 106           |
| Secretary of State .....             | 419                | 696           |
| Treasury Department .....            | 7370               | 4910          |
| <b>Total Boxed Records Destroyed</b> |                    |               |
| 1967-68 .....                        | 10460              | 10171         |

### Bound Records

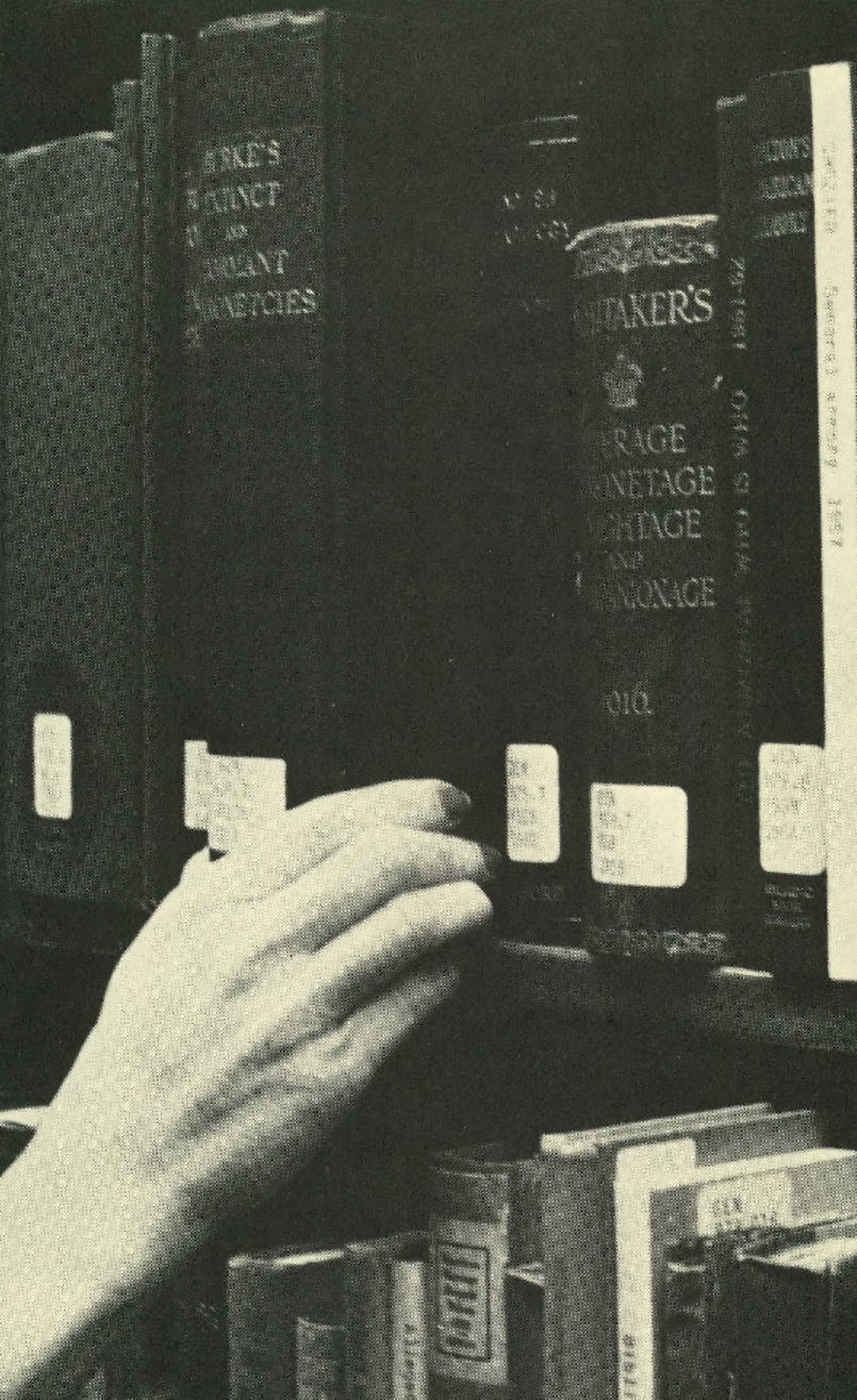
|                                      |     |
|--------------------------------------|-----|
| Comptroller of Public Accounts ..... | 182 |
| Insurance, State Board of .....      | 88  |
| Secretary of State .....             | 45  |
| <b>Total Bound Records Destroyed</b> |     |
| 1967-68 .....                        | 315 |



### Summary of Records Division Growth 1966-68

|   | Number of<br>Boxes | Cubic<br>Feet |
|---|--------------------|---------------|
| Increase in Boxed Records<br>1966-67  | 190                | 393           |
| Increase in Bound Records<br>1966-67  |                    | 287           |
| Decrease in Boxed Records<br>1967-68  | -5464              | -4651         |
| Increase in Bound Records<br>1967-68  |                    | 287           |
| Decrease in Boxed Records<br>1966-68 Biennium   | -5274              | -4258         |
| Increase in Bound Records<br>1966-68 Biennium   |                    | 574           |
| Net Decrease in Cubic Feet of Material<br>Stored with the Records Management Division<br>1966-68 Biennium |                    | -3684         |





# Reference Division

**D**URING THE BIENNIUM, THE REFERENCE DIVISION shifted its emphasis as it acquired new objectives and policies in line with the total program of the State Library. These changes were reflected not only in the services offered, but also in the size of the staff and in the scope of the collection.

## Interlibrary Loan

An important step was taken in April, 1968 when the Division became part of the Texas State Library Network, a communications network designed to fulfill the public library section of the State-wide Plan for Library Development proposed by the Texas Library Association.

The assignment to the Reference Division was twofold. It was charged with building a strong collection capable of furnishing reference service to answer the needs of public libraries of the state. At the same time, it assumed the role of a referral center or clearing-house for interlibrary loan requests received by the Major Resource Centers, the ten largest public libraries of the state. Thus, it became incumbent on the Division to identify and locate books and periodicals not held in local public library collections.

The latter responsibility necessitated efficiency, speed, and accuracy in interlibrary loan transactions. Of great assistance is a teletype machine, installed in March, 1968, which makes possible instant communication with the ten Major Resource Center libraries. The Division receives by Telex the subject and title requests which the ten largest public libraries have been unable to fill from their own resources. When possible, the material is supplied from the collection of the Texas State Library or through Telex contact with the other Major Resource Center Libraries. Requests which can not be filled from these sources are referred by the Reference Division to libraries outside the Texas State Library Network

which have specialized subject collections.

From April, 1968, when the State Library Network began full operation through August, 1968, the Reference Division received 1,816 requests from Major Resource Center Libraries. Of that number, 512 requests were filled from the book collection of the Reference Division, and 969 requests were referred by the Division and filled by other libraries. At a later date, probably in 1969, a detailed study will be made to determine the cost and efficiency of the network.

Interlibrary loan figures for the biennium are shown on the accompanying table. Interlibrary loan transactions for the federal documents section are listed separately on another table.

The staff, files, and furniture required by the Network made the problem of space a major consideration. Indications are that additional reference works will be needed for handling interlibrary loan requests. With the purchase of these tools, such as the *National Union Catalog, Pre-1956 Imprints*, the problem of space will become even greater.

### **Loans to Individuals**

Another loan service of the Division is to send books by direct mail to any citizen who lives in an area which has no public library or county library. A summary of statistics shows that 2,883 readers borrowed a total of 2,902 books during the biennium.

### **Services to State and Federal Employees**

As important as interlibrary loan service is, it is only one of the functions of the Division. A primary responsibility is answering reference questions and furnishing material to state and federal agencies and employees. Records show that 7,526 questions were answered by the reference staff. The 16,025 books lent were an increase of 5,525 or 4.9 per cent over the previous biennium.

## Genealogy Collection

The genealogy collection maintained by the Division has been in constant use. Answers were found to 6,443 questions posed by family researchers. For the first time, readers were allowed to borrow genealogy books for weekend use, and 935 books were borrowed. Genealogical material increased in numbers — enriched by gifts from many donors and from the Austin Genealogical Society, and outgrew its allotted space. Additional shelving will have to be provided in the future to accommodate the growing collection.

## Projects

Progress was made on two projects. The task of organizing the pamphlet collection of the Extension Loan Library of the University of Texas continued, and the list of periodical holdings was completed. The holdings records were well worth the time spent, for they have made serials more easily accessible to patrons. The records were also useful in compiling serial holdings for inclusion in the 1968 edition of the *Texas List of Scientific and Technical Serial Publications*.

## Acquisitions

A new book selection policy was written, and selection of material followed the new policy. Books concerning the functions and processes of state government and material on public affairs were bought for state agencies and members of the State Legislature. Other acquisitions included books for special groups, such as workers with Mexican-Americans, the Governor's Committee on Aging, the Texas Fine Arts Commission, and the Texas Historical Survey Committee.

Books about Texas, books by Texans, and biographies of Texans were added, since the State Library is a logical source of material on the state. Purchase of current reference material was necessary, and specialized reference tools were required for providing bibliographic service to libraries.

## Other Activities

Several significant ceremonies distinguished the biennium. On September 29, 1966, Governor John B. Connally, Dr. Dorman H. Winfrey, and others participated in a program marking the publication of *Frontier Forts of Texas*. A similar ceremony was

held on December 12, 1967, upon the publication of *Battles of Texas*. Both volumes are widely read by those interested in the state. The final event was the presentation of two markers donated by the Texas Society, United States Daughters of 1812. Lee Brawner, assistant state librarian, accepted the gifts at a gathering held in the Reference Division on May 20, 1968.

The director attended the 1967 meeting of the American Library Association, the 1966 meeting of the Southwestern Library Association, the 1966 meeting of the Texas State Genealogical Society, and the 1967 and 1968 conferences of the Texas Library Association. She prepared a talk describing the reference services of the State Library for the workshop of the Reference Round Table preceding the 1968 meeting of the Texas Library Association. In 1967, she was elected to the executive board of the Austin Genealogical Society.

Several staff members attended the annual meetings of the Texas Library Association in 1967 and 1968. Mrs. Martha Cotera, the documents librarian, was chosen as coordinator for the Documents Librarians' Exchange of Professional Information. In that capacity, she organized the meeting of the federal documents group which was held at the 1967 conference of the Texas Library Association.

### **Federal Documents Section**

Although physically removed from the reading room, the Federal Documents Section is an essential part of the Reference Division. Records show that circulation to local patrons totaled 12,015 items. Acquisitions numbered 60,845 items, 5,124 of which were classified by the staff. The number of items acquired during the biennium was an increase of 6,243 over the previous two years.. Interlibrary loan activity is reflected in the 6,575 government publications circulated to libraries of the state. These figures are shown on the accompanying table.

A systems study of the section was made by the Office of the State Auditor in the spring of 1968. Space requirements for storage of documents were reviewed and led to recommendations for meeting the problem. Also included were the evaluation of an automated keyword index application and suggestions concerning operating procedures for improving reference services. The report, prepared by Terry Robinson, was both practical and concrete and has been invaluable in future planning for this section.

The section participated in the preparation of the *Texas List of Scientific and Technical Serial Publications*. An estimated 150 holdings cards were prepared and sent to the editor for inclusion in the 1968 edition of the list.

A continuing project is the inventory of topographic, geologic, geographic, and historic map holdings. All the Texas maps of these types have been organized and can now be located readily.

## REFERENCE DIVISION STATISTICS

### 1966-68 Biennium

|   |               |
|---|---------------|
| Reference Questions .....   | 7,526         |
| Genealogy Questions .....   | 6,443         |
| <b>TOTAL</b>  | <b>13,969</b> |
| Interlibrary Loan Requests .....  | 7,746         |
| Requests from Individuals Who Have<br>No Public Library or County Library ..... | 2,883         |
| <b>TOTAL</b>  | <b>10,629</b> |
| <b>Circulation</b>  |               |
| To state and federal employees .....  | 16,025        |
| To individuals who have no public<br>library or county library .....            | 2,902         |
| Interlibrary loan .....   | 6,583         |
| Genealogy books for weekend use .....   | 935           |
| <b>TOTAL</b>  | <b>26,445</b> |

## Federal Documents Section

### 1966-68 Biennium

|   |               |
|---|---------------|
| <b>Documents Received</b>                             |               |
| GPO Depository Items .....                            | 53,118        |
| Non-Depository Items .....                            | 5,777         |
| Documents Expediting Project .....                    | 1,700         |
| Other .....   | 250           |
| <b>TOTAL</b>  | <b>60,845</b> |
| Documents Classified .....                            | 5,124         |
| Documents Ordered .....                               | 602           |
| Duplicates Checked .....                              | 3,200         |
| Shipping List Corrections .....                       | 258           |
| <b>Circulation</b>                                    |               |
| To Local Patrons .....                                | 12,015        |
| Interlibrary Loan .....                               | 6,575         |
| <b>TOTAL</b>  | <b>18,590</b> |
| <b>Regional Depository Program</b>                    |               |
| Duplicate Lists Processed: .....                      | 8             |
| Duplicates Received into<br>Regional Collection ..... | 26,500        |



# Technical Services Division

**T**HE TECHNICAL SERVICES DIVISION, activated on September 1, 1965, has completed its second biennium of work. The services were two fold: (1) purchase, receiving, cataloging and physical processing of materials for the Texas State Library and (2) operation and management of the pilot Centralized Processing Center.

The Centralized Processing Center, financed by Federal Funds, had a membership total of 53 libraries as of August 31, 1966. Effective September 1, 1966, its operations were sharply curtailed. Federal funds were made available to the members by Texas State Library in the form of cash allotments, with the proviso that ordering and processing would be done locally. However, the option of channeling local funds through CPC was not revoked. As of that date the work of the Center began to be phased out. Following a recommendation of the administrative study report of 1967, this project was to be ended.

Work in phasing out the CPC consisted of correspondence with dealers and libraries relative to the completion of their orders, reports to the libraries about the status of their local and federal funds, planning for utilization of staff of the Center and physical transfer of equipment, tools, and supplies from the Center to the Texas Archives and Library Building. The completion was made in June, 1968.

The change of state contractors for both books and subscriptions made for minor changes in order work.



### Funds for Materials

|                    | 1966-1967     | 1967-1968      |
|--------------------|---------------|----------------|
| State .....        | 24,415        | 33,322         |
| Federal .....      | 74,600        | 160,188        |
| <b>Total</b> ..... | <b>99,015</b> | <b>193,510</b> |

### Materials Received and Processed

|                                  | 1966-1967     | 1967-1968     | TOTAL         |
|----------------------------------|---------------|---------------|---------------|
| Archives .....                   | 950           | 502           | 1,452         |
| Professional Librarianship ..... | 808           | 502           | 1,310         |
| Legislative Reference .....      | 1,318         | 619           | 1,937         |
| Reference .....                  | 9,673         | 10,544        | 20,217        |
| <b>Field Services</b>            |               |               |               |
| Extension .....                  | 19,187        | 5,749         | 24,936        |
| <b>Total</b> .....               | <b>31,936</b> | <b>17,916</b> | <b>49,852</b> |

Books were ordered for the libraries of the Texas Department of Corrections, the library system designated by the Advisory Council to receive the funds for book purchases for Texas eleemosynary institutions under Title IVA, federal fiscal 1968. Following the placement of orders the division director accompanied the Institutional Consultant on a visit to the Department's headquarters in Huntsville to instruct personnel in the receipt of the books..

Orders and correspondence with the jobber for personal books for members of the Staff Association were handled by the Division.

To assist in book acquisitions, dealer names and addresses were supplied to several state agencies, information about book labeling

techniques was given to three libraries, scrapbooks were prepared for the Governor's Office, and book jackets applied for approximately 3,500 books for the Children's Traveling Exhibit of the Field Services Division.

All periodical subscriptions have been placed on machine order. Consolidation of orders with the subscription agent has been expanded with resulting reduction in time required in the preparation of renewal lists. In addition to the periodical lists, a list of all serials other than periodicals has now been completed. A full record of all information required for ordering such materials is available, with check-in control of all titles received.

Much work was done in the transfer of some periodicals from the Archives Division to the Reference Division. Lists of current newspapers and periodicals, and newspapers on microfilm were provided for the libraries of the University of Texas. Currently received in the Texas State Library are: Newspapers 33 titles (44 copies), Newspapers (Microfilm) 32 titles (32 copies), Magazines 1,013 (1,184 copies), and about 500 other continuations.

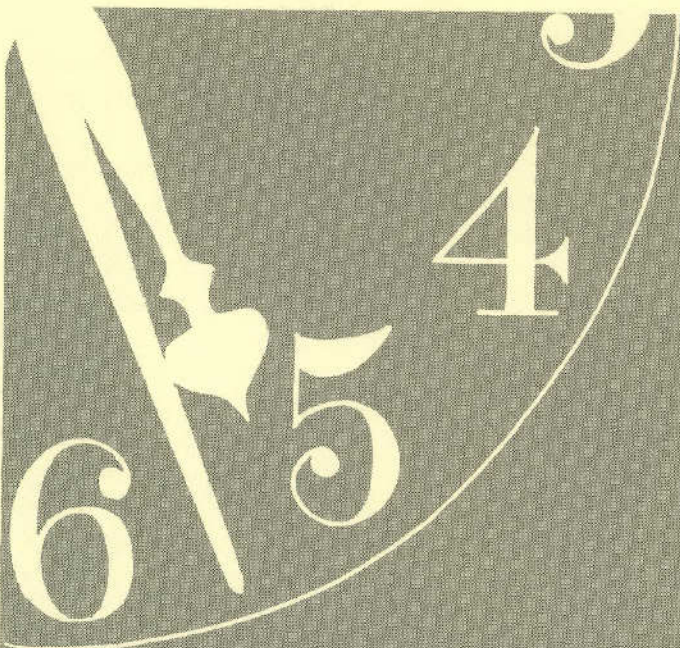
Besides the prompt cataloging of current acquisitions, much corrective cataloging work has been done. Many titles have been transferred to the Genealogy collection. Recataloging of the Reference collection has proceeded steadily. Replacement has been made of lost catalog card sets for some books in the extension loan collection of the Field Services Division. Another piece of work completed is the checking the new edition of the Library of Congress Subject Headings against the old.

Two workshops in cataloging were conducted by the Head Cataloger in La Grange (June, 1967) and in Kerrville (May, 1968). A number of letters from other libraries concerning cataloging have been answered and a list of correct headings for Texas Constitutions supplied the National Union Catalog Publication Project.

In September, 1967 the assistant classified as book binder was transferred to the Archives Division. The work of pamphlet binding and repair of books continues in the Division.

The staff of this Division is fourteen full-time and one part-time. During this biennium several of the professional staff members attended meetings of library associations on the district, state, regional, and national levels. The Head Cataloger attended the Institute of Fine Arts, Dallas, October, 1966.

From the vantage point, the administration foresees an inventory, additional use made of data processing in serials work, and consideration of a book catalog of the Library's holdings.



## Minutes of the State Board of Library Examiners

December 16, 1966

The State Board of Library Examiners met in the Office of the State Librarian at 2 p.m. on Friday, December 16, 1966.

Present were Dr. Dorman H. Winfrey, Chairman, Mrs. Juanima Wells McLaughlin, Mrs. Mary Butler Owensby, Mr. William D. Gooch, and Mr. Alexander Moffit.

The Board approved the renewal of temporary certificates for the year 1967 for all temporary certificate holders who have met the State Board of Library Examiners' requirements for professional improvement, including enrollment in workshops, completion of library school courses, and attendance at library conferences.

Mrs. McLaughlin moved, Mrs. Owensby seconded, that the State Board of Library Examiners send to Miss Mary Rice a letter in appreciation of her services on the Board for the many years during which she was a member. The motion carried unanimously.

The meeting adjourned at 3:05 p.m.

Alexander Moffit  
Secretary



## Minutes of the State Board of Library Examiners

December 8, 1967

The State Board of Library Examiners met in the Office of the State Librarian at 2 p.m. on Friday, December 8, 1967.

Present were Dr. Dorman H. Winfrey, Chairman, Mrs. Juanima Wells McLaughlin, Mrs. Mary Butler Owensby, and Mr. Fred Folmer. Mr. William D. Gooch was absent from the meeting.

The Board approved the renewal of all but one temporary certificate for the year 1968 for temporary certificate holders who have met the State Board of Library Examiners' requirement for professional improvement, including enrollment in workshops, completion of library school courses, and attendance at library conferences. The certificate of Mrs. H. L. Lackey of Brady was not approved pending further investigation of the manner whereby she has met the requirements for professional improvement.

Mrs. McLaughlin moved, and Mrs. Owensby seconded, that the State Board of Library Examiners send to Mr. Alex Moffit a letter in appreciation of his many years of services as a member of and Secretary for the Board. The motion carried unanimously.

The meeting adjourned at 2:50 p.m.

Fred Folmer  
Secretary

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**Operating Review**

## EXPENDITURES GENERAL REVENUE FUND

### Personal Services

|   | 1966-67   | 1967-68   |
|---|-----------|-----------|
| Director-Librarian .....                      | \$ 12,000 | \$ 15,500 |
| Assistant State Librarian .....               | 6,495     | 12,500    |
| Director, Legislative Reference Library ..... | 8,306     | 12,000    |
| Classified Salaries .....                     | 185,092   | 230,854   |
| Per Diem, Commissioners .....                 | 20        | 40        |
| Seasonal Help .....                           | 11,474    | 12,643    |
| Subtotal, Personal Services .....             | \$223,387 | \$283,537 |

### Operating Expenses

|   |           |           |
|---|-----------|-----------|
| Travel .....                            | \$ 3,062  | \$ 4,016  |
| Books and Publications .....            | 24,415    | 26,866    |
| Microfilm .....                         | 1,828     | 3,409     |
| Binding .....                           | 835       | 605       |
| Printing and Office Supplies .....      | 9,309     | 11,591    |
| Gasoline, Oil, Grease .....             | 238       | 218       |
| Postage .....                           | 2,500     | 7,465     |
| Utilities .....                         | 1,346     | 1,498     |
| Telephone .....                         | 6,975     | 7,281     |
| Transportation of Things .....          | 54        | 377       |
| Repairs .....                           | 793       | 734       |
| Rents .....                             | 19,987    | 16,891    |
| Compilation of Governors Messages ..... | —         | 3,000     |
| Restoration of Relics .....             | 4,600     | 1,500     |
| Other Operating Expenses .....          | 1,057     | 9,049     |
| Capital Outlay .....                    | 3,215     | 3,909     |
| Subtotal Other Expenses .....           | \$ 80,214 | \$ 98,409 |
| Total General Revenue .....             | \$303,601 | \$381,946 |

## EXPENDITURES FEDERAL PUBLIC LIBRARY FUND 118

| Title I—Library Services                                       | 1966-67     | 1967-68     |
|--|-------------|-------------|
| Classified Salaries .....                                      | \$ 227,049  | \$ 274,315  |
| Seasonal Help .....  | 15,917      | 9,355       |
| OASI and Retirement Matching .....                             | 22,420      | 25,894      |
| Travel .....   | 16,267      | 15,098      |
| Books and Publications .....                                   | 63,436      | 73,057      |
| Capital Outlay .....   | 12,462      | 11,717      |
| Printing and Office Supplies .....                             | 25,210      | 20,288      |
| Gasoline, Oil, Grease .....                                    | 250         | 0           |
| Postage .....  | 546         | 0           |
| Telephone & Telegraph .....                                    | 507         | 465         |
| Transportation of Things .....                                 | 616         | 201         |
| Repairs .....  | 1,131       | 180         |
| Rents .....  | 16,670      | 16,344      |
| Binding .....  | 606         | 345         |
| Grants to Cities and Counties .....                            | \$1,057,760 | 1,106,000   |
| Professional Fees .....  | 61,799      | 82,764      |
| Other Operating Expenses .....                                 | 1,947       | 2,048       |
| Subtotal, Title I .....  | \$1,524,593 | \$1,638,071 |
| <b>Title II—Library Construction and Remodeling</b>            |             |             |
| Grants to Cities and Counties .....                            | \$ 581,028  | \$1,388,890 |
| Professional Fees .....  | 1,567       | 10,856      |
| Subtotal, Title II .....                                       | \$ 582,595  | \$1,399,746 |
| <b>Title III—Interlibrary Cooperation</b>                      |             |             |
| Professional Fees .....  | \$ 6,500    | \$ 3,000    |
| Telephone and Telegraph .....                                  | 0           | 42,945      |
| Printing & Supplies .....                                      | 0           | 958         |
| Rents .....  | 0           | 16          |
| Other Operating Expenses .....                                 | 0           | 245         |
| Subtotal, Title III .....                                      | \$ 6,500    | \$ 47,164   |
| <b>Title IVA—Institutional Library Services</b>                |             |             |
| Professional Fees .....  | \$ 6,500    | \$ 2,000    |
| Books and Publications .....                                   | 0           | 36,000      |
| Subtotal, Title IVA .....                                      | \$ 6,500    | \$ 38,000   |
| <b>Title IVB—Library Service to the Physically Handicapped</b> |             |             |
| Professional Fees .....  | \$ 4,735    | 0           |
| Printing and Supplies .....                                    | 0           | 1,950       |
| Books and Publications .....                                   | 0           | 21,800      |
| Subtotal, Title IVB .....                                      | \$ 4,735    | \$ 23,750   |
| Total, Fund 118 .....  | \$2,124,923 | \$3,146,731 |

**SUMMARY OF APPROPRIATIONS, EXPENDITURES AND BALANCES**  
**YEAR ENDED AUGUST 31, 1967**

| Item                           | Appropriation  | Other Revenue  | Expended       | Encumbered     | Unexpended<br>Balance 8/31/67 |
|--------------------------------|----------------|----------------|----------------|----------------|-------------------------------|
| Salaries .....                 | \$ 219,294.00  |                | \$ 211,893.03  |                | \$ 7,400.97                   |
| Seasonal Help & Per Diem ..... | 12,512.00      |                | 9,993.98       | \$ 1,500.27    | 2,518.02                      |
| Consumable Supplies            |                |                |                |                |                               |
| Library .....                  | 45,465.00      | \$ 2,679.22    | 39,961.84      | 8,021.09       | 8,182.38                      |
| Capital Outlay .....           | 450.00         | 1,105.06       | 1,370.41       |                | 184.65                        |
| Purchase of Books .....        | 24,415.00      |                | 23,847.46      | 567.54         | 567.54                        |
| Purchase of Microfilm          |                |                |                |                |                               |
| Camera, etc. ....              | 4,370.00       |                |                | 1,845.00       | 4,370.00                      |
| Restoration of Portraits ..... | 4,620.00       |                | 400.00         | 4,200.00       | 4,220.00                      |
|                                | \$ 311,126.00  | \$ 3,784.28    | \$ 287,466.72  | \$ 16,133.90   | \$ 27,443.56                  |
| Special Funds .....            | \$2,577,924.00 | \$1,069,089.00 | \$1,576,341.59 | \$1,169,631.39 | \$2,070,671.41                |



**SUMMARY OF APPROPRIATIONS, EXPENDITURES, BALANCES**  
**YEAR ENDED AUGUST 31, 1968**

| Item                                   | Appropriation  | Other Revenue  | Expended       | Encumbered     | Unexpended<br>Balance 8/31/68 |
|--|----------------|----------------|----------------|----------------|-------------------------------|
| Salaries .....                         | \$ 289,116.00  |                | \$ 270,852.06  |                | \$ 18,263.94                  |
| Per Diem, Commissioners .....          | 90.00          |                | 40.00          |                | 50.00                         |
| Seasonal Help .....                    | 14,940.00      |                | 10,404.82      | \$ 2,239.62    | 4,535.18                      |
| Travel .....                           | 4,700.00       |                | 3,786.38       | 229.25         | 913.62                        |
| Consumable Supplies and...             |                |                |                |                |                               |
| Operating Expenses .....               | 59,915.00      | \$ 3,620.51    | 53,396.28      | 5,722.36       | 10,139.23                     |
| Capital Outlay .....                   | 22,161.00      |                | 3,898.35       | 10.98          | 18,262.65                     |
| Books and Publications .....           | 28,996.00      | 346.77         | 23,206.50      | 3,659.45       | 6,136.27                      |
| Compilation of Governor's Messages ..  | 3,000.00       |                |                | 3,000.00       | 3,000.00                      |
| Restoration of Portraits, Relics ..... | 1,500.00       |                |                | 1,500.00       | 1,500.00                      |
|  | \$ 424,418.00  | \$ 3,967.28    | \$ 365,584.39  | \$ 16,361.66   | \$ 62,800.89                  |
| Special Funds .....                    | \$3,037,337.00 | \$1,315,391.44 | \$2,092,647.27 | \$1,205,997.25 | \$2,260,081.17                |

# TEXAS STATE LIBRARY/ORGANIZATIONAL CHART

