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Librarian's Report 1955 - 1956

Prairie View A&M University

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"LIBRARIAN'S REPORT,

1955 - 56"

THE W. R. BANKS LIBRARY
Prairie View A. & M. College

Report of the Librarian
Covering the Period
September 1955 - May, 1956

Prairie View, Texas
June, 1956

Librarian's Report

**Faculty-Library Committee
1955-1956**

O. J. Baker, Chairman
Mrs. Z. S. Coleman
S. R. Collins
J. M. Coruthers

J. J. Woods

J. M. Drew
F. W. Graham
Mrs. Rose E. Hynes*
C. H. Nicholas

*Replacing Mrs. M. S. Brannon.

College Library Staff
1955-1956

Professional Members

O. J. Baker, A. B., B. L. S., M. L. S., Librarian
Charles D. Churchwell, B. S., M. L. S., Instructor in Library Service-
Education
Phyllis Jean Dansby, B. A., M. L. S., Reference Assistant ^a
Annie B. Mills, A. B., B. S. in L. S., Reference Librarian
Mildred F. Montgomery, A. B., B. S. in L. S., Acting Reference Librarian ^b
Mas Blossom Moore, A. B., B. S. in L. S., Serials Librarian
Margaret A. Noel, M. S. in L. S., Acquisitions Librarian
Jimmisine B. Taylor, A. B., B. S. in L. S., Circulation Librarian
Naomi P. Thomas, A. B., B. L. S., Order Librarian

Non-Professional Assistants

Lenora Y. Brackshear, A. B., Circulation Assistant
Bertha M. Crumpton, B. A., Assistant in Serials
Willard F. Enoch, B. A., Assistant in Cataloging ^d
Nova Carter Jefferson, B. S., Ms. Ed., Serials Assistant
Robbie L. Johnson, B. S., M. S., Serials Assistant ^e
Mary E. Law, B. A., Circulation Assistant
Sam Peters, B. A., Assistant in Reference
Rufus Venters, B. A., M. A., Teachers' Reserves Librarian
Woods, Hattie B., S. A. Secretary ^f

^aOn study leave for Summer, 1956.

^bReplacing Annie B. Mills, Summer, 1956.

^cSummer, 1956.

^dResigned, effective December 31, 1955.

^eReplacing Mrs. Nova Carter Jefferson temporarily.

^fResigned May 5, 1956.

THE W. R. BANKS LIBRARY

Report of the Librarian
September, 1955 - May, 1956

To the President of the College:

Sir:-----I have the privilege of submitting to you a statement on the achievements and status of the W. R. Banks Library for the period of September, 1955 - May, 1956, inclusive.

Air Conditioning: It is a rare pleasure to report that at this writing the W. R. Banks Library is moving into an area of fine summer comfort for its readers. It is in the process of being air conditioned. This is an objective that has long been sought by the College Administration, the Library Staff, the Faculty and all summer students. Its accomplishment should go a long way toward improving the study conditions at the college and toward serving as a very effective recruitment device. There are other advantages, also: 1) the temperature in the building should be conducive to more efficient service; 2) mildew which has developed on many of our books in the past, especially in the basement, should be kept at a minimum; 3) insects will be discouraged from entering the building; 4) unpleasant odors should be kept at low ebb; and, 5) the dispositions of staff people and borrowers should be kept at an optimum level. The work on this project started on the tenth of last March and is to be completed, according to the contract, by June 30, 1956.

Other Building Alterations: Along with the installation of air conditioning other changes are being made in the library building which enhance its effectiveness. One of these changes consists of the re-orientation of the Graduate Study Room. Part of the wall between the Reserves Reading Room and the Graduate Study Room is being removed so that one may enter the former through the latter and vice versa. The chief purposes for this alteration, however, are: 1) to make it possible to seat an additional number of our undergraduate students during the regular sessions; 2) to make reserved materials easily accessible to those who use the Graduate Study Room as well as those who take seats in the Reserves Reading Room; and 3), to provide constructive supervision for both areas by the same personnel.

Since 1945 the library building has been subject to wall leakages (apparently). This caused the paint and plaster to fall away and leave ugly blotches where there had been beauty before. The building is now being made water-proof and the interior areas involved are being re-decorated.

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A new type of screen is being installed on the windows on the east (partially), south and west sides of the building which will help to keep the hot summer sun's rays out of the building on those sides. This type of screen is singular both in its structure and effectiveness.

Loss of Space: Although the advantages of air conditioning are tremendous we shall face some disadvantages. Loss of space is one of these. We shall lose the conference rooms, the storeroom, half of the mimeographing and book storage room, and part of the small room where furniture in need of repairs used to be kept. We are glad to give these up, however, for new improvements.

CIRCULATION SERVICES

Library use, as reflected in the number of library items withdrawn by our clientele, decreased this year as compared with the figures for 1954-55 - for the same period of time. The table in Appendix C will reflect this fact. Circulation in September, November, December, March and April this year was less than that for the same months during 1954-55. On the other hand circulation for October, February and May exceeded the figures for the same months in 1954-55. The total figure for 1954-55 is 2,826 less than the total figure for 1954-55.

This difference is not an "earth-shaking" phenomenon. Nevertheless, we should keep in mind that the enrollment of this institution continues to increase; the quality of faculty instruction continues to improve; instructional procedures are becoming more refined, effective, and conducive to individual learning excellence; and our curricular programs are of high quality and variation. Use of library materials, impelled by these and other factors, should increase up to an optimum level.

A total of 76,611 pieces of library materials were circulated during the period covered by this report. Inside circulation continues to lead outside circulation although by a small margin. Non-Reserves out-circulated reserves by 6,918 and periodicals were used at practically the same volume as during 1954-55 (22,337 for 1954-55 and 22,375 for 1955-56).

The staff handled a total of 2260 pieces of non-book materials exclusive of periodicals. Of this number 1162 pieces were in the ephemeral class (clippings, brochures, folders, leaflets, etc., etc.) and 1098 consisted of audio-visual aids (208 films, 410 filmstrips, 244 slides, 115 microfilms, 32 records, 20 microcards, 13 pictures, 9 maps and 17 film guides).

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Retrieving Library Materials: Too much of the time of the circulation Staff is spent in trying to retrieve library materials when they are once borrowed for home use. This takes time from more professional and constructive services and reflects the nature of our students' attitude toward school property. It also gives us an insight into their cooperative spirit.

There is, also, a growing tendency on the part of many of our students to be dishonest about library matters. They forge other people's names. They use fictitious names. They take materials from the library without permission. They claim that overdue materials which they have in their possession have been returned to the library when requested to return it. Later they slip such items back into the library to establish the idea that the staff is "off" This is a matter of character and poses a problem for the College.

Library Exhibits: The Exhibits Committee in the Library planned and presented 29 displays and exhibits in the Library during the year. Those arranged provided high praise from faculty people, students and the general public. The purposes of these exhibits and displays, as stated last year, were represented in the following classes:

1. To call attention to a particular anniversary or occasion;
2. To stimulate reading for information, inspiration and recreation;
3. To create an interest in special aspects of various subject-matter areas;
4. To publicize new acquisitions in material resources;
5. To publicize "little known" or rare library holdings;
6. To educate our clientele generally.

The largest and most comprehensive exhibit of the year was arranged for Book Week. Its general theme was "Let's Read More" and it covered 16 special areas of interest.

A list of all exhibits and displays appearing in the Library during the year is couched in Appendix E.

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REFERENCE SERVICES

The quantity and quality of the work done in this area depend relatively upon several interacting factors: demands arising out of our curricular content, the instructional methods and procedures practiced by our faculty, the quality of our students' responses to the various types of stimuli in our academic climate, the number and preparation of the staff personnel, the sufficiency of library materials available, and the policies and procedures of the department. There are others.

In terms of these and other factors the work of this department was performed at a high level of adequacy during the past year. Our clientele was provided with answers to fact and search questions; furnished background information for various intellectual projects; assisted in research activities; rendered bibliographic aid; taught to develop independent use of reference resources; and, put in contact with the resources of other libraries.

Increases in Material Resources: At this writing the resources of the department have been increased to some extent: 21 microfilms, 40 microcards,^a 687 pamphlets, and 200 books. It must be remembered here that the total resources of the Library are sources of aid for the reference service seeker. It must be remembered, also, that the reference collection proper should be improved in several ways if this department is to continue to serve its users well.^b

Interlibrary Loans: This department made 54 requests for interlibrary loan service during the year. Favorable responses were made in 47 of these cases by colleges and universities with the University of Texas dominating in the cooperative gesture. The department sent 23 items to locations outside the College.

Serials Unit: This unit is responsible for receiving, organizing, administering and serving all serials (magazines, newspapers, college and university catalogs, college and university reports, reports of other educational and quasi-educational agencies, government (all levels)

^a Microcards were added to the Library's resources for the first time this year.

^b Replacement of old titles, rebinding of some titles, purchases of a wider variety of reference tools in general, and the purchase of special subjectmatter reference materials to cover our curricular and extra-curricular demands.

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publications, periodical indexes, transactions and proceedings of learned and professional organizations, etc., etc.).

During the regular session this unit processed 648 different periodicals and newspapers regularly. Some of these were daily, weekly, monthly, bimonthly, and quarterly issues. They included 5,251 periodicals for the year and 2,467 newspapers. This unit also processed 349 government documents; 21 microfilms; 683 catalogs and reports of colleges and universities; 148 Texas Experiment Station and Extension Service publications; 147 reports and proceedings of organizations, agencies, learned societies, etc., etc.; 321 experiment station publications of other states; and, 154 periodical indexes. In addition it served these and previously acquired materials of this type to the public upon demand; prepared 652 volumes of magazines for binding and received these when they were returned; and, prepared some 459 new index cards for recording materials received in the library.

ACQUISITIONS

New books added to the library during this period come to 882 titles and 176 duplicates. A total of 247 gift books was received, also.

This department continued its efforts to replace the old typed cards in the card catalogs with Library of Congress printed cards; and, to re-type those old cards which cannot be replaced with L. C. cards.^c Some effort was also made to recatalog some of the holdings of the library.

Old Journals Acquired: We continued our efforts to fill the gaps in our holdings in journals during the year. This is a tremendous task because of the variety in our curricular offerings and because of the expense of such items. Sets requested include Educational Administration and Supervision, Journal of Higher Education, School Executive, American Journal of Physiology, Endocrinology, Food Research, The Instructor, Journal of Experimental Education, Journal of Home Economics, School and Society, School Life, School Review, Journal of Nutrition, American Sociological Review, College and Research Libraries, Educational Research Bulletin, Journal of Educational Research, The Nation's Schools, The Junior College Journal, Marriage and Family Living, Journal of Agricultural Research, College and University Business, and the Peabody Journal of Education.

^c Fifty-three (53) trays have now been completed. Each holds approximately a 1000 cards. Thirty-nine (39) of these were completed this year.

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Funds Encumbered: The Library had a total of \$32,000.00 this year to be used for library purposes. An additional sum of \$2,000.00 was allotted to the Department of Library Service-Education for its support. An accounting will be given on the latter at another point in this report.

Funds available in the \$32,000.00 allotment were encumbered during the period under consideration as follows:

Binding	\$2,514.40
Books	7,335.51
Equipment	597.97
Films and Filmstrips	714.00
General Expense	786.57
Old Magazines	284.50
Records (speech)	33.00
Student Wages	4,243.50
Subscriptions	3,946.28
Supplies	976.35
Total	\$21,432.08

Other financial committals will be made during the summer to bring total committals in line with the allotment.

FRIENDS OF THE LIBRARY

Gifts in material resources for the Library continued to come in this year from those who are interested in our growth and development in a concrete way. As usual some new donors crept in among the old and some old ones were lost. Outstanding donors for the year are: Dr. E. B. Evans, Prairie View, Texas; Miss M. Moss Richardson, Canyon, Texas; Southern Methodist University, Dallas, Texas; The University of Texas, Austin, Texas; Miss Lois V. Davis, Prairie View, Texas; The School of Home Economics, Prairie View, Texas; The Honorable Clark W. Thompson, Washington, D. C.; Miss Mabel Louise Hood, Washington, D. C.; Dr. and Mrs. J. M. Coruthers, Prairie View, Texas; Mr. Harold E. Mazyck, Jr., Prairie View, Texas; Wonder Books, Inc., New York City; Grosset and Dunlap, Inc., Publishers, New York City; Treasure Books, Inc., New York City; Dr. I. K. Stephens,^d Southern Methodist University, Dallas, Texas; Mrs. John C. Cranberry, San Antonio, Texas; and Mr. Jack T. Morrow, Houston, Texas. A complete list of donors for the year is found in Appendix D.

^dDeceased.

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We are deeply grateful to all donors for their active interest in the growth and development of our library. If we have omitted any donor's name from the list in Appendix D, we humbly offer our sincere apology for the same. Our gratitude for all gifts is abounding.

In Memoriam: One of our donors who has been tremendously interested in the development of this library since the early nineteen-forties was Dr. I. K. Stephens, Professor of Philosophy at Southern Methodist University, Dallas, Texas. Dr. Stephens' interest in us began when the Texas Philosophical Society held a dinner meeting on our campus during the period mentioned above. From that time forward he and his friends (influenced by him) made periodic book gifts to this library. The last set of gifts he presented personally was transported to us in his car, from Dallas, by Dr. and Mrs. Stephens — some three springs ago. This was done at great personal strain and possible automobile difficulty for him and Mrs. Stephens.

It was with deep emotion that we learned of the passing of Dr. Stephens last spring. A memorial, in the form of a book collection, is being established in the Fondren Library at Southern Methodist University for him and the W. R. Banks Library will be represented in that memorial.

Upon his death Mrs. Stephens sent to us selected titles from Dr. Stephens' personal book collection. This was according to his wishes. He shall be remembered and appreciated by us through the decades.

LIBRARY INSTRUCTION

There is continued interest in the library service-education courses which we offer; yet, there is considerable competition from the University's graduate school.

Continued improvement has been made in the laboratory collections of books which are being assembled for the work. These collections serve the library service-education students, students enrolled in the campus elementary school as well as the high school, the community children and students majoring in elementary education—methods courses in music and home economics.

There is another significant advancement in connection with the use of our laboratory collections. In years past children of elementary school age were the most constant users of our children's and young people's collection. The majority of these were girls. This year, however, many boys of elementary school age are also using these collections.

Librarian's Report, 1955-56

In addition, the adolescent boys and girls of the community have begun to use them. We believe this new interest is due to the increasing variety and quality of our collection in modern juvenile fiction and non-fiction for this age group. This situation is a tremendous improvement over that of ten (10) years ago when we had practically no supporting collections for our program except a few professional books.

We are still receiving gift titles in the children's area. These, as usual, come from Grossett and Dunlap, Inc., New York, New York, Treasure Books, Inc., New York, New York, and Wonder Books, Inc., New York, New York. Credit has been attributed to these donors for their excellent benevolent spirit elsewhere in this report.

The sum of \$2,000.00 was available during 1955-56 for the instructional program. It was used to cover expenditures for books, binding, periodicals, non-book materials, and maintenance and operations. This sum was encumbered as follows:

Books	_____	\$587.80
Equipment	_____	439.12
General Expense	_____	15.00
Old Magazines	_____	11.54
Student Wages	_____	165.99
Supplies	_____	144.01
Total	_____	\$1,363.46 ^a

Enrollment in the department this regular session is described, by courses, below:

First Semester: Regular Session

Library Service-Education 213	_____	24
Library Service-Education 313	_____	14
Library Service-Education 333	_____	11
Library Service-Education 343	_____	9
Total	_____	58

Second Semester: Regular Session

Library Service-Education 223	_____	11
Library Service-Education 323	_____	7
Library Service-Education 333	_____	4
Library Service-Education 343	_____	6
Total	_____	28

^aAs of May 31, 1956.

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Twenty-two (22) of the 58 enrolled during the first semester were majors and the remaining 36 were minors. Fourteen (14) of the 28 enrolled in the second semester were majors and 12 were minors. Nine (9) seniors, seven (7) juniors and 6 sophomores made up the number of majors during the first semester. Similar classifications for the second semester are represented in the figures four (4), five (5), and five (5).

Although the total number of students who register in Library Service-Education courses is growing smaller (161 for 1953-54, 90 for 1954-55, 86 for 1955-56)* we still had twice as many freshmen to declare their major in the department as last year (ten against five).

This department has assumed some of the responsibility for giving consultant services to school librarians and teachers in the State about school library matters. This calls for wide reading, personal surveys, and correspondence with librarians and teachers in the field. A great deal of the instructor's time is spent in making adequate preparations for conducting a sound, constructive and progressive instructional program. Consequently, he cannot spend half of his time coaching debaters and conducting debates. To request such is unfair to his students, to the instructor, and to his program in both areas. We ask again that the instructor be relieved of this debating assignment.

STAFF

There has been considerable turnover in the staff this year. This is reflected in the staff roster as presented elsewhere in this report. There were two resignations during the regular session for which we have not been able to find suitable replacements. And there are three more resignations coming up soon. In all but one of these cases the persons involved were seeking better pay. Although our salaries are moving into an area of respectability that area itself keeps shifting. The greatest competition to us on the professional level is coming from the public library field where salaries for new people with the first professional degree (1955) average \$3,750.00. In July we shall lose a professional assistant to the public library system in New York.

As the academic programs of the College grow more complex, varied, specialized and refined the demands upon the Library and its resources become more acute. Part, and a very important part, of those resources consist of the staff personnel.

* Regular sessions.

Librarian's Report, 1955-56

There is need now for an increase in the number of staff people: 1) an additional professionally prepared person in Reference, 2) an additional full-time person who knows something about books and libraries in Circulation; and 3) a full-time assistant to the Librarian. People who are continually busy with deadening, routine minutia cannot give the guidance and advisory service required by our students when they seek library service. This guidance and advisory service requires time for the courteous and sincerely solicitous approach. It also requires wide and varied reading--as wide and as varied as is the school's academic program and as each person's interests and personal needs. This college cannot afford to fail to give this type of service.

The Librarian has discussed before the need for more and closer supervision of the staff and its activities, the services of the library as a whole, and the need for better and more constructive thinking about planning and developing the Library's collections. We ask that this matter be given serious, active and early consideration.

The library has a fine opportunity, in a democratic society, to help people to grow into their best selves and to continue to perform at that level throughout life. We wish to express our sincere appreciation to the President, the Faculty, the students, and our many friends for helping us to lay the foundation for this library to do just that.

"Where there is no vision the people perish."
Old Testament: Proverbs, XXIX, 18

Respectfully submitted,

O. J. Baker, Librarian

"APPENDICES"

APPENDIX B

Librarian's Report, 1955-56

APPENDIX A

CIRCULATION FACTS

Librarian's Report, 1955-56

I. Total Circulation		75,611
A. Books	51,977	
1. Non-Reserve	Library Holdings, 194	
2. Reserve	22,783	
B. Non-Book Materials	23,634	
Volumes in library September, 1955		50,828 ^a
Additions during 1955-56		1,305
Withdrawals during 1955-56		184
Volumes now in library		51,949
Magazines (bound)		7,455
Newspapers (bound)		434
- New York Times	432	
- Norfolk Journal and Guide	2	
Films		223
Filmstrips		626
Maps		404
Microcards		40
Microfilms		120
Pamphlets		16,805
Pictures		1,758
Records (speech)		56
Slides		297
Subscriptions		648
Magazines	615	
- Paid	448	
- Gifts	167	
Newspapers	33	
- Paid	17	
- Gifts	16	

^aAll figures below are as of May 31, 1956.

APPENDIX C

Librarian's Report 1955-56

Circulation Figures by Months for two year Span

Months	1954-55	1955-56
September	4,750	6,415
October	10,821	11,773
November	10,882	10,755
December	9,091	6,059
January	6,878	7,241
February	10,308	11,082
March	12,932	9,481
April	10,688	9,855
May	3,087	3,950
	<hr/>	<hr/>
Totals	79,437	76,611

Librarian's Report: Appendix D

List of Donors, 1955-56

BOOKS

Miss M. Moss Richardson, Canyon, Texas
The Ford Motor Company, Inc., Detroit, Michigan
Foundation of Foreign Affairs, Chicago, Illinois
Southern Methodist University, Dallas, Texas
The Hoover Institute & Library, Stanford University Press, Stanford,
California
Miss Lois V. Davis, Prairie View, Texas
Mr. Phillip M. McKenna, Latrobe, Pennsylvania
National Education Association of the United States, Washington, D. C.
The University of Texas, Austin, Texas
Mr. Wellington Swindall, Prairie View, Texas
United States Pulp Producers Association, Inc., New York, New York
DeVore Foundation, Wichita, Kansas
Association of Land-Grant Colleges and Universities, Washington, D. C.
Mr. O. J. Baker, Prairie View, Texas
The Biblical Research Society, Los Angeles, California
The School of Home Economics, Prairie View, Texas
Mrs. Lenora Y. Brackshear, Houston, Texas
The W. R. Kellogg Foundation, Battle Creek, Michigan
Mr. James Keller, New York, New York
Congress of Industrial Organizations, Detroit, Michigan
American Trucking Industry, Inc., Washington, D. C.
St. Charles Seminary Library, Philadelphia, Pennsylvania
Mr. D. M. Valdovinos, Glen Haven, Wisconsin
Dr. E. B. Evans, Prairie View, Texas
Mr. Paul Bakewell, New York, New York
The U. S. Marine Corps, Philadelphia, Pennsylvania
The Cokesbury Book Store, Dallas, Texas
Mr. B. J. Horner, Publisher, New York, New York
Yale University, New Haven, Connecticut
The U. S. Government Printing Office, Washington, D. C.
Mr. Russell Lloyd Jones, Middlesex County, Connecticut
National Congress of Christians and Jews, Inc., Houston, Texas
American Petroleum Institute, New York, New York
The Italian Consulate, New Orleans, Louisiana
Wonder Books, Inc., New York, New York
The Foundation for Economic Education, Inc., Irvington-on-Hudson, New York
Grosset and Dunlap, Inc., Publishers, New York, New York
Treasure Books, Inc., New York, New York

List of Donors, 1955-56—Continued

Texas Southern University, Houston, Texas
Standard Oil Company of California, San Francisco, California

Periodicals

Miss Mabel Louise Hood, Washington, D. C.
Mrs. John C. Cranberry, San Antonio, Texas
Mr. Z. T. Fortescue, Port Arthur, Texas
Lt. Colonel Henry D. Mayfield, Jr., Bryan, Texas
Mr. O. J. Baker, Prairie View, Texas
Mrs. Helen E. Long, Oklahoma City, Oklahoma
Texas College of Arts and Industries, Kingsville, Texas
The Honorable Clark W. Thompson, Washington, D. C.
Southwest School Administration Center, University of Texas, Austin, Texas
Machine Design, Cleveland, Ohio
Mrs. Bertha C. Starks, Prairie View, Texas
Mr. Harold E. Mazyuk, Jr., Prairie View, Texas
Mr. Jack T. Morrow, Houston, Texas
Dr. and Mrs. J. M. Coruthers, Prairie View, Texas

APPENDIX E

Librarian's Report, 1955-56

Library Exhibits and Displays

- "College, The Road to Success" (Orientation), September 13--
- "Materials on Teachers' Education" (Faculty Orientation), September, 7-10
- "Art in Books," September
- "United Nations Week," October 16-24
- "Halloween Mysteries," October 31
- "The Future of Our Country Depends on Good Education"
(American Education Week), November 6-12
- "Let's Read More" (National Book Week), November 13-19
- "Good English the Gateway to Leadership" (English Emphasis Week)
November 14-19
- "Thanksgiving", November 24
- "Majoring in Successful Living" (Religious Emphasis Week),
November 28-30
- "Y" Conference, December 2-4
- "Food with Taste Appeal, Eye Appeal and Nutritional Value"
(Nutrition Week), December 5-9
- "Christmas Spirit", December
- "Career Opportunities at Prairie View" (Career Conference),
January 29-30
- "Lincoln's Birthday" February 12
- "Negro History Week," February 12-17
- "Valentine" February 14
- "Brotherhood Week," February 19-26
- "Washington's Birthday," February 22
- "Texas Independence Day," March 2
- "Vocational Aspirations of Negro Youth in Texas" (Educational Conference),
March 2
- "Spring" March
- "Medicine and Life," March 5-8
- "Palm Sunday" March 25
- "Effective Communication: a Guide to Successful Living" (English
Conference), March 24
- "Promoting Individual Growth through Physical Development, Social
Development and Moral Development" (Texas Association for New
Homemakers of America), March 23-24
- "Pan American Day" April 14
- "San Jacinto Day" April 21
- "National Music Week," May 6-13