

**FINDING AID FOR THE FRIENDS OF FREEMAN LIBRARY RECORDS,
1964-2014 (#2018-0002)**

Collection Number: 2018-0002

Title: Friends of Freeman Library Records

Dates: 1964-2014 (with gaps)

Creator: Friends of Freeman Library

Abstract

The Friends of Freeman Library Records is composed of meeting minutes, reports, correspondence, financial records, fundraising records, volunteer information, photographs and negatives, a 16mm motion picture film, flyers, brochures, newsletters, scrapbooks, newspaper clippings, and miscellaneous materials, documenting the founding and operation of the non-profit organization Friends of Freeman Library. The Friends works to support what was the Freeman Memorial Library when the organization was first founded around 1966 in coastal Houston, Texas. Most of the records touch on the operation of the Friends of Freeman Library and the Freeman Library itself. The most significant organizational records are the board meeting minutes for Board of the Friends, financial records, newsletters, and membership information. There is also a large number of records related to the Friends' fundraising efforts for the new Clear Lake City-County Freeman Branch Library building in 2004.

Extent: 12 linear feet

Repository

University of Houston-Clear Lake Archives and Special Collections, Alfred R. Neumann Library, 2700 Bay Area Blvd., Houston, TX 77058-1002

Restrictions on Access

Boxes 14, 20, and 22 of this collection are restricted due to the presence of organizational financial and banking records with banking information included. Researchers wishing to access this information should consult with the UHCL Archives Associate Director, to determine if redacted copies may be provided or not depending on applicable state and federal laws regarding privacy of financial information.

Restrictions on Use: There are no known restrictions on using this collection.

Preferred Citation

[Item name or title], [Box Numbers], [Folder Numbers], Friends of Freeman Library Records, 2018-0002, University of Houston-Clear Lake Archives and Special Collections, Alfred R. Neumann Library, 2700 Bay Area Blvd., Houston, TX 77058-1002

Acquisition Information

The collection was donated to the University of Houston-Clear Lake Archives and Special Collections by Susana Udengaard, a former officer of the Friends of Freeman Library, in February 2016.

Processed by: Anna B. Peebler, 2018; finding aid updated by Matthew M. Peek, August 2022.

Arrangement: The collection is arranged into series based on the purpose and format of the materials.

Biographical/Historical Note

The Freeman Branch Library first opened on November 1, 1964, in Clear Lake City, Texas. It was named in honor of Captain Theodore C. Freeman, the first NASA astronaut to lose his life in the United States space program. From the beginning it relied heavily on the volunteers and private donations from the community until it was absorbed by the Harris County Library system in the 1970s. The library moved to the Harris County Multipurpose Annex on July 13, 1976. The current 42,000 square foot joint facility of Harris County and the City of Houston opened on June 8, 2004, and was renamed the Clear Lake City-County Freeman Branch Library.

The Friends of Freeman Library is a non-profit organization devoted to supporting what is known as Clear Lake City-County Freeman Branch Library. The Friends group was initially founded as the "Friends of the Captain Theodore C. Freeman Library" around 1966, with the first constitution and by-laws known dating to February 1966. The group appears to have grown out of the fundraising efforts within the community for the establishment of the Freeman Library in the first place. The organization's founding purpose was "to engage in charitable, benevolent, civic, educational, aesthetic, and social activities ... for the cultural development of the community and enhancement of an independent public library serving the area surrounding Clear Lake."

The Friends of Freeman Library would go on to support fundraising activities, outreach efforts, and public events at Freeman Library. The Friends of Freeman has evolved to, as of 2022, operate a used bookstore inside of the library, and also an online bookstore to support fundraising efforts for Freeman Library.

Scope and Content

The collection is composed of meeting minutes, reports, correspondence, financial records, fundraising records, volunteer information, photographs and negatives, a 16mm motion picture

film, flyers, brochures, newsletters, scrapbooks, newspaper clippings, and miscellaneous materials, documenting the founding and operation of the non-profit organization Friends of Freeman Library. The Friends works to support what was the Freeman Memorial Library when the organization was first founded around 1966 in coastal Houston, Texas. As the library was located near the NASA Manned Spacecraft Center, many local families connected with NASA supported the value of a local public library.

Most of the records touch on the operation of the Friends of Freeman Library and the Freeman Library itself. The most significant organizational records are the board meeting minutes for Board of the Friends, financial records, newsletters, and membership information. There is also a large number of records related to the Friends' fundraising efforts for the new Clear Lake City-County Freeman Branch Library building, which opened as part of a 42,000-square foot joint government facility of Harris County and the city of Houston, Texas, on June 8, 2004.

Subject Terms

Corporate Names

Friends of Freeman Library

Geographic Name

Clear Lake City (Tex.)

Houston (Tex.)

Topical Term

Friends of the library

Public libraries--Texas

Genre/Physical Characteristic

Clippings

Correspondence

Financial records

Fliers

Minutes

Newsletters

Photographs

Reports

Scrapbooks

Collection Inventory

Box	Folder	Title	Dates
Series I: Historical Items			
1	1	General History of the Freeman Library	1964-2002
	2	Biography of Theodore C. Freeman (NASA)	1984-1999
	3	Preliminary Documents of Library's Organization	1960s
	4	501(c)(3) Status Letter	1966
	5	Early Friends Group documents	1960s
	6	Friends By-Laws, Committee Rules, etc.	1971
	7	Designation of Harris County Library Branch	1971
	8-9	Library Trustees By-laws	1977-1997
	10-13	Trustees Lists of Board Members	1960s-2005
	14	Trustees Correspondence	1967-2003
	15	Harris County Proposed Multi-Purpose Building	1974
	16-17	Harris County Agreements	1987-1988, 1993-2000
	18-19	Resolutions (from municipalities)	1998-2000s
2	1-14	Books and Periodicals Donations (lists originally in a scrapbook)	1965-1969
	15-22	Tribute Book Donations (list originally in a scrapbook)	1965-1967
	23-24	Library Scrapbook (early photos)	1969
	25-30	Loose Photographs and Negatives	1985, 1998-1999, undated
	31	Event Flyers	2002-2005, undated

	32	Friends' Membership Brochures and Form Letters	1995, 2003-2004, undated
	33	New Building Ground Breaking Ceremony	2002
	34	New Building Opening Programs	2004
2	35-36	Newspaper Clippings	1995, 2005, undated
3	1-14	Scrapbook (photos, clippings, etc.)	1964-1991
Series II: Board of Trustees Items			
	15-25	Scrapbook of the Board of Trustees (minutes, notes, correspondence)	1966-1970
4	1-20	Minutes	1967-1973, 1979-1988
5	1-13	Minutes	1989-1999
6	1-16	Minutes	2000-2008
Series III: Events			
7	1-4	Books Alive Carnival	1996-2003, 2005-2006
	5	Run to Read Fun Run Newsletters	2003
	6	Freeman Library	1972
	7-9	Freeman Library	1983-1988
	10-18	Freeman Library	1990-2005
Series IV: Membership			
	19-21	Conversion to Database	1989
8	1-3	Conversion to Database Volunteers Items	1989
	4	Library Volunteer Study	1968
	5	General Volunteer information	1970-1997

	6	Library Orientation for Volunteers	2000-2012
	7-8	Guidelines for Volunteers: Bookstore	2002-2004
		Series V: Fundraisers	
	9-14	“Industrial Drive”	1981-1986
		Series VI: New Building Project	
8	15-21	Preliminary Efforts and Plans	1992-2001
9	1	Official City Proposal	February 2001
	2	Advisory Committee Handbook	March 2001
	3	Correspondence	2002-2003
	4-5	Fundraising—General	1999-2004
	6	Fundraising—Final Report	May 2005
	7-9	Fundraising Committee Meetings	2003-2004
	10	Fundraising Reports	2003-2005
	11-12	Architectural Plans	2001
	13	Stained Glass Window	2003-2004
	14	Building Progress Photograph	September 2003
	15-18	Financial Items (receipts, etc.)	2002-2005
	19-20	Fundraising: Pavers/bricks general info	2003-2004
10	1-13	Fundraising: Pavers/bricks (filled out forms)	2003
11	1-13	Fundraising: Pavers/bricks (filled out forms) Harris County Library System	2003-2005
	14-15	Friends Council	1983-2004
	16	Memos to [Harris County] System Libraries	1995-1996
	17	Internet Committee	1997

12	1-5	Newsletters—Other Libraries	1995-2001
	6	Texas Library Association Legislative Day	2001
Series VII: Financial Items (requires prior permission)			
Subseries VIIA: Budget			
	7-13	Budgets	1967-2005
Subseries VIIB: Treasurer's Records			
11	14	Duties	2005, undated
	15	Notes	2003-2005, undated
12	16-24	Treasurer: Reports	1966-1990
13	1-17	Treasurer: Reports	1990-2006
14	1-3	Treasurer: State Sales Tax	1984-2004
	4	Treasurer: Credit Cards Documents	1998-2005
	5-22	Treasurer: Income	1999-2004
15	1-6	Treasurer: Income	2005-2008
	7-24	Treasurer: Expenditures	1999-2001
16	1-22	Treasurer: Expenditures	2002-2005
17	1-16	Expenditures	2005-2006
18	1-17	Expenditures	2006-2007
19	1-17	Expenditures	2008-2009
	18	Expenditures	2014, undated
Subseries VIIC: Banking Records			
20	1-6	Check Stubs	1982-1987
	7-19	Check Stubs	1990-1997

21	1-18	Check Stubs	1998-2006
22	1-5	Monthly Statements	1997-2001
	6-7	Monthly Statements	2005-2006
	8-12	CD Account for the New Building	2002-2004
	13	Insurance Coverage Documents	2012-2004
	14	Legal Papers: Corporation of Friends	2003, 2013
	15-17	Membership Drive (checks, addresses, etc.)	1991
23	1-15	Membership Drive	1991-1994
Subseries VIID: Internal Revenue Records			
24	1	General Information and Documents	1966-2005
	2-6	Annual Returns	1971-1984
	7-20	Annual Returns	1987-2003
Series VIII: Oversized Items			
25	1	Eastman Kodak motion picture in a round metal can [Possibly NASA related; "LLTV – Pilot Bud Ream"] 16 mm motion picture in a paper/metal square box	April 2, 1970
	2	"Freeman memorial clip," color	Undated
	3	Guest book/sign in register (white) for the Grand Opening of the new Freeman Memorial Library building (with a white pen)	June 8, 2004
	4	Three computer discs entitled: "Paver Maps," "Apollo Engraved Pavers Location," and "Library Fund, monthly reports, MS Works."	Undated
	5	Three sets of metal (brass?) engraved with names of donors	1986, 1987, 1988

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4-inch by 6-inch wooden award plaque engraved
for a sponsor of the Annual Full Moon Bike Ride 1993