



March 21, 1951

YAKIMA VALLEY REGIONAL LIBRARY  
**YAKIMA COUNTY LIBRARY**

(MAINTAINED BY THE RURAL COUNTY LIBRARY DISTRICT OF YAKIMA COUNTY)

116 EAST A STREET  
YAKIMA, WASHINGTON

TO THE MEMBERS OF THE YAKIMA VALLEY REGIONAL LIBRARY BOARD:

It is our plan to send out a letter prior to Board Meeting to present:

- a. An account of the activities of the Regional Library
- b. Problems which need solving
- c. Policies which you may or may not choose to adopt

What has been done since March 1st?

One of the first problems we have considered is that of making the best use of available space. The 19' X 34' area in the rear of the city library building basement is being reorganized, cleaned and fixed up for our Bookmobile Department. This is being done because it will provide off-the-street parking for our bookmobiles, make for ease of loading and provide more adequate space for that work. Our progress to date (Wednesday, March, 21) has been:

- a. Moving of mending department to Grange building.
- b. Painting of walls and ceiling in the 9' X 19' area previously used for the mending department.
- c. Painting of shelves and woodwork in that area.
- d. Since most of the books stored in this area will have to be moved, we have discarded those books which are obvious discards and sorted the non-fiction left into three groups. Those which have circulated in 1949 or 1950 are to remain in the building. Those which have circulated 1940 through 1948 were shelved over in the city hall. Those which have not circulated since 1939 are packed in boxes, to be stored in those boxes over at the city hall.



The bookcases now in the city basement have much waste space just at eye level. We should take them out and have new ones built which would give more shelving space in relation to floor space. By the time we actually meet together, I hope to have specific recommendations worked out.

The work of discarding books, and moving others to the city hall also involves much work with records. Catalog cards must be removed if our last copy has been discarded. We must know which books are shelved at the city hall and which are in boxes.

We have had two staff meetings. These will be held regularly every other Wednesday morning at 8:00 o'clock for the next few months.

Mr. Holgate has cleaned and waxed the floor of the city building's circulation department. It has so improved the appearance that we understand a gentlemen inquired at the store concerning the kind of wax we used.

We have been talking and planning and trying to adjust our thinking into a unified whole. Habits are difficult to change but our entire staff has been most cooperative. Certain changes concerning technical details have been made -- and others are being planned.

The problems needing rather immediate attention are quite involved and rather numerous.

First of all, we are at present under two retirement systems. We must consider all the problems involved and work out the proper solution.

Secondly, we need to work out and adopt a salary schedule. There should be a committee appointed from the staff to work with a member of the Board. This should be done so that the proposed schedule can be presented and adopted or revised by the board in time to be put into effect July 1st. Having received no word otherwise, we are all receiving the same salary we received



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from the city or county library except for those who have been paid for hourly work done for the Regional Library and except for Mary Jane McDonald who will receive an extra \$25.00 this month upon the action of the Yakima Public Library Board.

Thirdly, we must come to grip on the budget problem. The proper legal steps must be taken to make the \$5,000 establishment grant available. We must decide how much we are justified in spending on the city building. It needs cleaning inside and out. We may be short of space, but we can at least be as clean and attractive as possible. We need to decide what equipment we should buy or replace. We need a private telephone line between the two buildings. The cost is \$7.50 per month plus installation charges - but will be well worth it.

Another problem which faces you, the board, is that of the formulation of policies under which the Regional Library shall operate. The policies of the former city library and former county library are not identical.

In my letter of appointment, it was stated "Full speed ahead is the desire of the Board". The staff and I have carried out those orders to the best of our ability.

However, I hope that the Regional Board will see fit to plan either for committee work or for an extra meeting in April and May so that we may discuss policies and plans. Neither the staff nor the Board has an easy task ahead if we are going to build a functioning Regional Library. The quicker we can get over this awkward period of readjustment, the better it will be for all concerned. We are all anxious to get the reorganization accomplished and get to the point where we can begin to improve our service.

Very truly yours,

Carol Trimble  
Acting Regional Librarian

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