

WASHINGTON STATE LIBRARY

SPECIAL SURVEY OF LIBRARY FACILITIES
January, 1949

The following eleven questions represent an initial attempt to obtain an evaluation of the facilities of libraries in the State of Washington as seen through the eyes of the librarian. It will help us very much if you will answer the questions as accurately as possible. It is important that you answer every question completely, even though you think it does not apply too well to your specific situation. Such qualifications or explanations can be made in the space for comments, or in the margin. We have tried to formulate the questions in such a way that they will be equally applicable to all libraries, large or small, county or city, and therefore some of the questions will seem a little more general in nature than necessary for your situation. However, we want to get fairly comparable data from all libraries, so we will appreciate your answering as accurately as possible.

In order that you may feel free to answer in accordance with your honest opinions about the situation, we wish to stress that your answers to these eleven questions will remain confidential, as far as your community or other libraries are concerned. They will be placed in a special confidential file, and analysis will be made only of totals and grouped data, so that any reports coming out of analysis of these questions will not contain data in such a form that answers of any particular person can be identified. This point is stressed because it is very necessary to obtain honest and sincere answers in order to make our analysis of value, and we felt that some people might not feel free to express themselves sincerely unless they knew that their answers would be treated as confidential.

We want to thank you for going to the extra time and trouble to give us the information for this brief exploratory survey. We will see that you get a summary of group findings so that you may compare your own library with others in this State.

PLEASE RETURN BY JANUARY 24

Name of Library *Yakima Public Library*

- very much
✓ considerably
somewhat
hardly any
none

- ☒ very much
☐ considerably
☐ somewhat
☐ hardly any
☐ none

- [illegible]

4. In view of the needs of the area you serve, how would you rate the adequacy of your present library facilities on each of the following points: (check the answer on each line that you believe most nearly describes the situation. If you comment at the end of the line, please check one of the spaces also. You should have a check on each line.)

		entirely adequate	fairly adequate	a little inad- equa	quite inad- equa	very inad- equa	COMMENTS
I	Library building:						
↑	convenience of location	✓					
	provision for readers					✓	all of our difficulties
	provision for books					✓	hing on the small-com-
	provision for working areas					✓	pletely antiquated plant
↓	provision for movement of people and materials					✓	I some directly, some indirectly
	Collection:						
	modern fiction-variety						
	modern fiction-number of vols.						
	literature (poetry, drama, etc.)						
	biography and travel						
	recent non-fiction: variety						
	recent non-fiction: no. of vols.						
IV	technical and vocational						Lack of room to adequately care for coll.
	magazines and periods.-popular						
	magazines and periods.-technical						Lack of room to house interject coll.
III	pamphlet material					✓	no room to build - we need -
	children's books		✓				
	reference collection				✓		
	Staff:						
	number of clerical staff						no applicants not satisfactory -
	educational and technical						no background - object to irregular
↓	equipment of clerical staff						hrs necessary in P. C's.
II	number of professional staff						competition for trained personnel
	professional training of						common to many lib. lack of
	present professional staff						facilities making a deterrent
	"personal" qualifications of staff to give effective service						

5. On the line in front of the items above, indicate the five inadequacies which you believe are most important in limiting the satisfactoriness of service you are able to give. Put "1" in front of the most important inadequacy, "2" in front of the next most important, etc.

6. Do you believe that library service to the community or area you serve could be improved if cooperation were increased with other libraries over a larger area?

☐ definitely
☐ possibly
☐ don't know
☐ probably not
☐ definitely not

We have cooperation now with the Yakima County Library - a large enough unit for the development of service

7. With what libraries, or over what area, would you like to see some sort of cooperative arrangement eventually worked out?

Yakima County -

8. What forms of cooperation do you think would be desirable? (check any which apply)

☒ exchange of books *currently in force*
☒ reciprocal direct borrowing privileges to the public *currently in force*
☒ exchange of services *In force to a limited degree*
☒ professional advice and assistance *currently in force*
☒ use of centralized building
☒ uniform classification and cataloging systems *In force within limits*
☒ centralized purchasing, cataloging, etc.
☒ unification into a regional system with branches
☐ OTHER (specify) *we look forward to having an all over county library -*

9. Does your library have the following equipment?

yes ☒ no ☐ :separate children's room or alcove
yes ☒ no ☐ :catalog for use of public
yes ☒ no ☐ :telephone
yes ☒ no ☐ :telephone number listed in city phone directory
yes ☒ no ☐ :tables for reading in library
yes ☒ no ☐ :current book shelves for browsing
yes ☒ no ☐ :stacks open to public
yes ☐ no ☒ :films
yes ☐ no ☒ :phonograph records
yes ☒ no ☐ :a rental collection
much ☐ some ☐ none ☒ :space for expansion for added services

10. In what ways could the presentation of data in the Annual Report of the State Library be improved to make it more clear or useful to you?

It would be an advantage to have a complete breakdown of the financial support of each library - i.e. - actual income from taxes accurately segregated from all other types of support for the year.

11. In the following table, list other libraries or areas with which you have some sort of cooperative arrangement at present; the types of cooperation practiced; how advantageous you think this arrangement is to your library and to the other library or area. (If you have gone into detail elsewhere in your report as to the type of cooperative arrangement, you need not go into specific detail here.)

Library or area with which you have cooperative agreement	Type of agreement	How advantageous is this agreement								
		To your library				To other lib. area				Comments about advantages
		very	somewhat	a little	none	very	somewhat	a little	none	
1. Yakima County Library -	Contract	x				x				Both libraries give service to all patrons within the county. The library user has the use of both book stocks as do the members of both staffs in providing service.
2.										
3.										
4.										

(use another blank sheet of paper if you have more than four to list)

(use another blank sheet of paper if you have more than four to list)

Supplementary Information Sheet

Chief immediate use: To compile and correct directory of libraries, librarians and trustees. When changes occur, please notify Washington State Library, Olympia.

LIBRARY BOARD

Date of regular meetings...	Third Tuesday of each month	4 p.m.	
Name	Home address	Term expires	
Mrs. J. F. Chesterley	1717 Brown Avenue	January 1, 1950	Chairman
Mrs. P. G. MacKintosh	112 Park Avenue	"	1953
Mr. L. W. Markham	Manager Chamber of Commerce	"	1951
Mr. W. M. Yeaman	601 South 1st St.	"	1954
Mr. M. L. Martin	Supt. of Schhols	Ex-officio	

PERSONNEL

(As of JAN 1949)

- Chief librarian: Name, title, and monthly salary:

Helen Rensberg, Librarian	\$3,600
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- If library operates under contract plan, give name and title of person in direct charge of county work:
- Professional assistants: college or university and library school graduates; also employees who have attained professional status and certification through experience and examination. List below:

Name	Title	Hours worked per week	Salary Range
Lucile James	Asst. Librarian	40	3,4800
Charlotte Smith	Hd. Circulation	40	2,880
*Berneita Lisle	Children's Librarian	40	2,880
*Jacqueline Cull	Reference Assistant	40	2,880

- Subprofessional employees in headquarters (those who perform the higher type of routine work, having had brief elementary training or considerable experience). List below:

Name	Title	Hours worked per week	Salary Range
Hazel Nelson	Senior Assistant	40	2,520
Helmi Winkenwerder	Extension Assistant	40	2,520
*Louise Colley	Junior Assistant	40	2,160
R. Althea Armstrong	" "	40	1,860
Beverly McMillan	" "	40	1,860

* Will be on staff part of the year only

5. Subprofessional employees in branches and stations. List below:

Name	Title	Hours worked per week	Salary Range
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6. Other employees in headquarters, including secretarial and clerical help, book repairers, janitors, etc. List below:

Name	Title	Hours worked per week	Salary Range
Jo Clare Jeffers	Typist	12	80 ¢ per hr.
Stella G. Haase	Bookmender	7	80 ¢ per hr.
Jane Buhrmaster	Bookshelver	20	70 ¢ " "
Norwood, Frank	Bookmobile Driver	16-20	\$1.00 " "
Jenkins, C. E.	Janitor	36	\$2,040 .00 per yr. Max. \$ 2,160.00

7. Other employees in branches and stations, including janitors, etc. List below:

Name	Title	Hours worked per week	Salary Range
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8. Branch and station assistants (names already listed above).

Total number.....(paid.....; volunteer.....)

9. Annual vacation allowance:

Professional staff members.....18 working days.....

Clerical staff members.....12 working days.....

10. Annual sick leave allowance:

Professional staff members.....12 days.....

Clerical staff members.....12 days.....

Date, January 28, 1949.....

Library, Yakima Public.....