

REVISED FORM FOR PUBLIC LIBRARY
STATISTICS

Compiled by the

A. L. A. Committee on Library Administration

This is a revision of the form for Library Statistics sent out in February, 1917. It is for the use of public libraries.

Two copies of the form are being sent to your library. Fill out one copy and return it to this office not later than July 1. The figures should be for your last fiscal year.

We strongly urge all libraries to use this form in their regular annual reports.

In speaking of the revision the committee chairman writes: "A considerable number of items have been added in order to make the reports as complete as possible without being too long, and in order to *reduce to a minimum the questionnaire business with which we are all afflicted*. Also, if the new items recommended are adopted, it will eliminate the compilation of much additional data for the Bureau of Education tables."

"A brief outline of salary schedules is added. Some libraries may not want to give this data but it will be highly valuable information, and will eliminate one of the principal reasons for frequent questionnaires."

Each library using this schedule is expected to omit all headings which have no reference to its work and to condense under the nearest general heading all which are insignificant to it.

Annual report for year ended 1925
Name of library Yakima Public Library
City or town Yakima State Washington
Name of librarian Esther Fleming
Date of founding 1907 (as a public library)
Population served (latest statistics or estimate—state which) 1920 (18,539). 1925 Est. (24,719).
Assessed valuation of city or town \$11,953,900
Assessed valuation is what per cent of true cash value 50%
Rate of tax levy for library purposes 1 mill

Terms of use—Free for lending.....

Free for lending

Free for reference.....

Free for reference

Free to limited class, as students.....

Subscription.....

(Underscore words that apply)

Total number of agencies.....

Consisting of—Central library.....

Branches..... How many occupy separate buildings.....

Sub-branches.....

Stations.....

Other agencies (subdivide: schools, clubs, etc., also state number of school rooms and collections).....

Number of days open during year (Central library).....

362

Hours open each week for lending (Central library).....

72

Hours open each week for reading (Central library).....

75

BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year	12,059	3463	15,522
Number of volumes added by purchase...	1437	624	2061
Number of volumes added by gift or exchange	232		232
Number of volumes added by binding material not otherwise counted.....			
Total	13,728	4,087	17,815
Number of volumes lost or withdrawn...	399	316	715
" " " returned	16	7	23
Total number at end of year	13,345	3,778	17,123

Number of volumes in Reference Dept. 823

Number of pamphlets at beginning of year 333

Number of pamphlets added 76

Number of pamphlets withdrawn

Total number of pamphlets at end of year 509

Number of pictures, photographs and prints added during year

Total number of pictures, photographs and prints at end of year 700

Other additions (maps, manuscripts, etc.—enumerate)

Number of newspapers, periodicals, proceedings and transactions of learned societies currently received 218

(Give both number of titles and copies—not pieces)

Number of publications issued during year none

USE

Number of volumes of fiction lent for home use

Total number of volumes lent for home use

Per cent fiction lent of total volumes lent...

Circulation per capita 5.8

Number of pictures, photographs and prints lent for home use

Other circulation (sheet music, clippings, etc.—enumerate)

Number of persons using library for reading and study

(Total figures of attendance in reading rooms, if kept.)

Adult	Juvenile	Total
68,853	33,145	101,998
93,291	47,274	140,565
72%		

REGISTRATION

Number of borrowers registered during year

.. .. 1924

Total number of registered borrowers

Adult	Juvenile	Total
2598	1257	3855
2507	1074	3581
5105	2331	7436

Registration period, years 2 years

Per cent registered borrowers of population served 39%

SALARIES AND STAFF

Salary schedules

Librarian \$ 2,000.

Assistant librarian 1,440.

Department heads

Branch librarians

First assistant branch librarians

Children's librarians

Catalogers

Library assistants 13.20

Junior library assistants 4.00 per hr. (part time)

Staff

Number of staff, library service 2 full time - 3 part time - 1 Book mender

Number of staff, janitor service

FINANCE

Receipts from	USE
Local taxation	11,953.90
State grants	
Invested funds	
Membership fees	1,500.00
Fines and sale of publications.....	
Duplicate pay collection.....	
Gifts	
Interest on deposits.....	
Other sources (if extraordinary, enumerate and state objects).....	
Total	\$
Unexpended balance from previous year..	
Grand total	\$13,453.90

PAYMENTS FOR

Maintenance

Library Operating Expenses	REGISTRATION
Librarians' Salaries	\$739.96
Books	2610.03
Periodicals	289.95
Binding	539.52
Supplies, stationery, printing, etc..	324.95
Furniture, equipment, etc.....	847.52
Telephone, postage, freight, express	270.29
Other items	
Total	\$12,274.22

2. Building maintenance expenses.

Janitors, mechanics, wages, etc...	
Cleaning supplies and equipment..	80.98
Building repairs and minor alterations	
Rent	768.94
Heat and Light.....	
Other items <i>Ins. & Paving</i>	304.04
Total	\$
Total maintenance expenses.....	\$1153.96

Extraordinary Expenses

Sites	\$
New Buildings	
Additions to Buildings.....	
Other unusual expenses.....	
Total	\$
Grand total	\$13,428.18
Maintenance expenditure per volume of circulation.....	9 1/2 cents
Maintenance expenditure per capita.....	56

NOTES, DEFINITIONS, RULES

A. Branches, Stations and other Agencies

(Definitions based on Miss Eastman's "Branch libraries and other distributing agencies." A. L. A. Manual of Library Economy, ch. 15.)

A **branch** is an auxiliary library, complete in itself, having its own permanent collection of books, either occupying a separate building or housed in one or more rooms in a school, park or field house, social settlement, parish house, rented store, etc., and administered as an integral part of the library system, i. e., by a paid staff. To rank as a branch its hours of opening should approximate those of the central library.

A **sub-branch** is a branch in which the hours of opening do not approximate those of the central library or the regular branches.

Stations include deposit and delivery stations. Deposit stations consist of small collections of books (from 200 to several hundred volumes) sent for an indefinite term to a store, school, factory, club, etc. The collections are frequently changed; the station has some permanency. A station may be in charge of an assistant sent from the central library or neighboring branch, or a trained librarian employed at the expense of a co-operating institution or society, an office employee of a factory, or a volunteer worker. Delivery stations have no books on deposit but fill orders from a central stock.

Other Agencies. These embrace for the most part agencies to which traveling libraries are sent; the largest number of such traveling libraries (20 to 50 or more books) go to school rooms of grade schools. They include also fire engine houses, police stations, factories, clubs, missions, settlements, home libraries, etc. For the purposes of this report and to avoid inflated figures, each separate box of books should not be counted but only the different institutions to which books are sent. In the case of collections sent to schools, each building should be counted but once, though the report should also give the number of separate collections and the number of different rooms served.

B. Volumes and Pamphlets

(Based on Biscoe, "Pamphlets," World's Lib. Cong. Papers, 826.)

A **pamphlet** is a printed work consisting of one or more sheets of paper fastened together, but not bound. Unbound serials and sequents which as issued are intended to form component parts of a larger volume are not to be considered as pamphlets.

A **volume** is any printed work bound in stiff covers so as to stand on a shelf; also unbound books of over 100 pages and unbound books of less than 100 pages if catalogued, accessioned and treated as volumes in all respects except binding.

C. Added and Additions

Volumes, pamphlets, etc., are to be considered as "added" to a library only when they are available for use; they are not to be considered as "additions" if they are simply in the possession of the library, but not yet in use.

D. Rules for Counting Circulation

(Where the word "volume" is used, the rules should be understood as applying also to pamphlets and periodicals.)

1. The circulation shall be accurately recorded each day, counting one for each lending for home use of a bound volume, pamphlet or periodical. Supplemental figures recording (each group separately) the circulation of prints or other material, are also desirable.

2. Renewal of a book under library rules at or near the end of regular terms of issue shall also be counted, but no increase shall be made because books are read by others or for any other reason.

3. The act of sending books from the library to an agency of any kind shall not be regarded as an issue to be counted in the circulation.

4. In all cases books issued from an agency for home use shall be counted only according to the reported circulation, disregarding the act of sending them from the library to the agency and disregarding their use at the agency. In no case shall there be any estimation of circulation.

5. If it is found necessary to depart from these rules in any way, such departure shall be plainly stated in a footnote to the published report.

American Library Association

86 E. Randolph St., Chicago, Ill.

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