

Report to the State Library as of the year ending
Dec. 31, 1928, and return before Feb. 1, 1929

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 many additional data for the Bureau of Education tables."

"A brief outline of salary schedules is added. Some libraries may not want to give these 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 December 31, 1928

Name of library Yakima Public Library

City or town..... Yakima State..... Washington

Name of librarian..... Esther Fleming

Date of founding..... 1907 as public library

Population served (statistics as given in latest issue of World Almanac)..... '20-18, 539
'28 Est. 27,000

What governmental unit served..... City

Assessed valuation of city or town or county..... \$13,594,000

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

(Write "Yes" or "No")

Total number of agencies**One**.....

Consisting of—Central library **Central Library**.....

Branches How many occupy separate buildings.....

..... How many in school 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) ..**363 (leap year)**.....

Hours open each week for lending (Central library). **72**.....

Hours open each week for reading (Central library)**73**.....

Hours service per week required of staff.....**42 Hours**.....

BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year	15,800	4,543	20,343
Number of volumes added by purchase..	1,518	723	2,241
Number of volumes added by gift or exchange	105		105
Number of volumes added by binding material not otherwise counted.....			
Total	17,423	5,266	22,689
	-784	-658	-1,442
Number of volumes lost or withdrawn..	16,639	4,608	21,247
" " returned	26	14	40
Total number at end of year.....	16,665	4,622	21,287

Number of volumes in Reference Dept. **951** (2,400 bound magazines)...

Number of volumes in Children's Dept. **4,622**

MISCELLANEOUS STOCK

	Pamphlets	Pictures Photographs Prints Slides	Maps	Manuscripts	Total
Number at beginning of year.....	545	1,500			
Number added	20	500			
Total		2,000			
Number withdrawn					
Total number at end of year.....	565	2,000			

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

Number of newspapers, periodicals, proceedings and transactions of learned societies currently received **174**

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

Number of publications issued during year.....

USE

	Adult	Juvenile	Total
Number of volumes of non-fiction lent for home use	30,034	19,477	49,511
Number of volumes of fiction lent for home use	84,628	38,754	123,382
Total number of volumes lent for home use	114,662	58,231	172,893
Number of volumes lent through School deposit collections			
Per cent fiction lent of total volumes lent...	72%		

Circulation per capita **6.4**

Number of pictures, photographs and prints lent for home use **No count**

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

Number of persons using library for reading and study **No count**

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

REGISTRATION

	Adult	Juvenile	Total
Number of borrowers registered during year	3,163	1,566	4,729
" " " " '27	3,046	1,500	4,546
Total number of registered borrowers.....	6,209	3,066	9,275

Registration period, years **Two years**

Per cent registered borrowers of population served.... **34.3%**

SALARIES AND STAFF

Salary schedules	Number	Minimum	Maximum
Librarian		\$.....	\$ 2,220...
Assistant librarian			1,500...
Department heads			
Branch librarians			
First assistant branch librarians			
Children's librarians			1,440...
Catalogers			
Library assistants			1,380...
Junior library assistants			900...
Clerical assistants			

Staff **18 590.31** Library Service **6** Janitor Service **1**
 Number of individuals on payroll.....
 Full time equivalent of above individuals.. **213 hrs. per wk.** **20 hrs.**

FINANCE

RECEIPTS FROM					
Local taxation	\$	13,594	00		
County appropriation					
State grants					
Invested funds		2,395	10		
Membership fees					
Fines and sale of publications.....					
Duplicate pay collection.....					
Gifts					
Interest on deposits.....					
Other sources (if extraordinary, enumerate and state objects).....	\$				
Unexpended balance from previous year...	\$				
Total		15,989	10	15,989	10
PAYMENTS FOR					
<i>Maintenance</i>					
1. Library Operating Expenses					
Librarians' salaries	\$	8,579	85		
Books		3,028	92		
Periodicals		354	43		
Binding		1,540	77		
Supplies, stationery, printing, etc....		399	59		
Furniture, equipment, etc.....		278	60		
Telephone, postage, freight, express		278	73		
Other items		648	76		
Total					
2. Building operating expense					
Janitors, mechanics, wages, etc.....	\$				
Cleaning supplies and equipment....					
Building repairs and minor altera- tions					
Rent					
Heat and light.....		878	72		
Other items					
Total maintenance expense.....		15,988	37		
<i>Extraordinary Expenses</i>					
Sites	\$				
New Buildings					
Additions to Buildings.....					
Other unusual expenses.....					
Total expenses.....		15,988	37		
Unexpended balance.....					
Grand total.....	\$				

* Maintenance expenditure per capita.....cents

* Divide total maintenance expense (excluding "Extraordinary Expenses") by population served, carrying computations for expenditures per capita to two decimal places.

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, no. 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 cataloged, 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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