

Report to the State Library as of the year ending
Dec. 31, 1926, and return before Feb. 1, 1927

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 ended1926.....

Name of libraryYAKIMA PUBLIC LIBRARY.....

City or townYAKIMA..... State WASHINGTON

Name of librarianESTHER FLEMING.....

Date of founding1907 (as a Public Library).....

Population served (latest statistics or estimate—state which) 1920 (18,539) 1926 Est.

Assessed valuation of city or town. \$12,349,000 9(25,954)

Assessed valuation is what per cent of true cash value. 50%

Rate of tax levy for library purposes. 1 mill

Report to the State Library as of the year ending
Dec. 31, 1927
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.....One.....

Consisting of—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).....362.....

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

Hours open each week for reading (Central library).....75.....

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

BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year	13,345	3,778	17,123
Number of volumes added by purchase..	1,467	771	2,238
Number of volumes added by gift or exchange	276		276
Number of volumes added by binding material not otherwise counted.....			
Total	15,088	4,549	19,637
Number of volumes lost or withdrawn..	545	340	885
	14,543	4,209	18,752
Returned	14	6	20
Total number at end of year.....	14,557	4,215	18,772

Number of volumes in Reference Dept. (792 ref.) (2,088 bound mag.)

Number of pamphlets at beginning of year.....510

Number of pamphlets added10

Number of pamphlets withdrawn.....6

Total number of pamphlets at end of year.....514

Number of pictures, photographs and prints added during year

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

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

Number of newspapers, periodicals, proceedings and transactions of

learned societies currently received184

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

Number of publications issued during year.....none

USE

	Adult	Juvenile	Total
Number of volumes of fiction lent for home use	74,757	33,969	108,726
Total number of volumes lent for home use	100,282	48,847	149,129
Per cent fiction lent of total volumes lent...	72%		

Circulation per capita5.70.....

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 studyno count

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

REGISTRATION

	Adult	Juvenile	Total
Number of borrowers registered during year	2,928	1,408	4,336
" " " 1925	2,598	1,257	3,855
Total number of registered borrowers.....	5,526	2,665	8,191

Registration period, yearsTwo.....

Per cent registered borrowers of population served...31%.....

SALARIES AND STAFF

Salary schedules	Number	Minimum	Maximum
Librarian		\$.....	\$..2,000...
Assistant librarian			1,440...
Department heads			
Branch librarians			
First assistant branch librarians.			
Children's librarians			
Catalogers			
Library assistants			1,320...
Junior library assistants	40	&.25	per hour

Staff

Number of staff, library service 3 full time (4 part time)

Number of staff, janitor service 1.....

FINANCE

RECEIPTS FROM			
Local taxation	\$ 12,349	00	
State grants			
Invested funds	2,000	00	
Membership fees			
Fines and sale of publications.....			
Duplicate pay collection.....			
Gifts			
Interest on deposits.....			
Other sources (if extraordinary, enumerate and state objects).....			
Total	\$ 14,349	00	
Unexpended balance from previous year..			
Grand total	\$ 14,349	00	
PAYMENTS FOR			
Maintenance			
1. Library Operating Expenses.			
Librarians' Salaries	7,398	07	
Books	2,736	56	
Periodicals	452	39	
Binding	910	29	
Supplies, stationery, printing, etc..	495	73	
Furniture, equipment, etc.....	1,108	40	
Telephone, postage, freight, express	220	67	
Other items	\$		
Total			
2. Building maintenance expenses.			
Janitors, mechanics, wages, etc....			
Cleaning supplies and equipment..			
Building repairs and minor alterations.....			
Rent			
Heat and Light.....	660	18	
Other items Ins... & Paving	348	60	
Total	\$ 14,330	89	
Total maintenance expenses....	\$		
Extraordinary Expenses			
Sites			
New Buildings			
Additions to Buildings.....			
Other unusual expenses.....			
Total	\$		
Grand total	\$		

Maintenance expenditure per volume of circulation.....
Maintenance expenditure per capita.....

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.

1926

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Annual report for year ended 1926

Name of library Yabima Public Library

City or town Yabima State Washington

Name of librarian Esther Fleming

Date of founding 1907 (as a public library)

Population served (latest statistics or estimate—state which) 1920 (18,529) 1926 (25,964)

Assessed valuation of city or town \$12,349,000

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.....

(Underscore words that apply)

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

Consisting of—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).....

Name of library.....

City or town.....

Name of librarian.....

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*.....

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

BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year	13,345	3,778	17,123
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Number of volumes added by gift or exchange	276		276
Number of volumes added by binding material not otherwise counted			
Total	15,088	4,549	19,637
Number of volumes lost or withdrawn	14,543	4,209	18,752
Total number at end of year	14,552	4,215	18,767

Number of volumes in Reference Dept. (79324) (2088 Bound magazines)

Number of pamphlets at beginning of year 510

Number of pamphlets added 10

Number of pamphlets withdrawn 6

Total number of pamphlets at end of year 514

Number of pictures, photographs and prints added during year

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

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

Number of newspapers, periodicals, proceedings and transactions of learned societies currently received 189

(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 5.70

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
74,757	33,969	108,726
100,282	48,847	149,129
72%		

REGISTRATION

Number of borrowers registered during year

Total number of registered borrowers.....

Adult	Juvenile	Total
2928	1408	4336
2598	1257	3855
5526	2665	8191

Registration period, years Two

Per cent registered borrowers of population served.....

SALARIES AND STAFF

Salary schedules

	Number	Minimum	Maximum
Librarian	\$2000	\$.....	\$.....
Assistant librarian	1440
Department heads
Branch librarians
First assistant branch librarians
Children's librarians
Catalogers
Library assistants	1320
Junior library assistants	40 per hr. + 20 per hr.

Staff

Number of staff, library service

Number of staff, janitor service

3 full time (\$ paid time)

FINANCE

RECEIPTS FROM					
Local taxation	\$	12,349	00		
State grants		2,000	00		
Invested funds					
Membership fees					
Fines and sale of publications.....					
Duplicate pay collection.....					
Gifts					
Interest on deposits.....					
Other sources (if extraordinary, enumerate and state objects).....					
Total	\$	14,349	00		
Unexpended balance from previous year..					
Grand total	\$	14,349	00	\$	
PAYMENTS FOR					
Maintenance					
1. Library Operating Expenses.					
Librarians' Salaries		7,398	07		
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Telephone, postage, freight, express		220	67		
Other items	\$			\$	
Total					
2. Building maintenance expenses.					
Janitors, mechanics, wages, etc....					
Cleaning supplies and equipment..					
Building repairs and minor alterations.....					
Rent		660	18		
Heat and Light.....		348	60		
Other items (2nd & Pauling)					
Total	\$	1008	89		
Total maintenance expenses.....	\$				
Extraordinary Expenses					
Sites					
New Buildings					
Additions to Buildings.....					
Other unusual expenses.....					
Total	\$				
Grand total	\$			\$	

Maintenance expenditure per volume of circulation..... \$.984
 Maintenance expenditure per capita..... \$.55

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