

Statistics

MNG-9

Approved 3/01/2006

Consistent with RCW 27.12.260, Statistics, it is the policy of the Liberty Lake Municipal Library to collect statistics for the purposes of, but not limited to:

- Determination if service goals are met;
- Determination if changes are required in service goals;
- Satisfaction of the informational requirements of the Liberty Lake City Council;
- Satisfaction of the requirements for grant writing;
- Satisfaction of goal to make purchases based on population vs. usage.

The Library Director is responsible for the collection and reporting of statistics on a monthly basis that indicate the usage patterns that will guide decision making processes.

The following statistics will be the normal basis of reports:

- The number of patron visits
- The number of items checked-out
- The number of items checked-in
- The number of in-house items used
- The number of renewals
- The number of program attendees
- The number of interlibrary loan items
- The number of new resident library cards issued
- The number of new non-resident library cards issued

Other statistics may be compiled and requested.

The Library Director is responsible for the collection and reporting of the following statistics for the Board of Trustees Annual Report, per Liberty Lake Ordinance 119.

- The dollars received from various sources
- The dollars expended and for what purpose
- The number of books and periodicals on hand
- The number of books added during the year
- The number of books retired during the year