

COMMUNITY NEEDS ASSESSMENT

APPENDIX A

_____ Branch Library

What is a Community Needs Assessment?

A community Needs Assessment gathers information about a community's opinions, needs, challenges and assets.

Please note:

- A Community Needs Assessment is not a Library Services Assessment.
- We are taking stock of the community's needs and interests, not how well the library is currently operating.

Why are we doing a Needs Assessment?

The library will use information from the needs assessment to help position itself to meet the needs of the community.

How does a Community Needs Assessment help the library?

Understanding what the community wants and needs from the library is a significant step toward building relevant and inclusive libraries that respond to the needs of all community members.

How does a Community Needs Assessment help the library?

- It will help to determine the status of library services in the region
- Encourages local boards, staff and municipalities to provide the best trusteeship, service and facilities as they can
- Ensures optimal service is being delivered at each location
- Assists in setting goals for improvement
- Assists with making recommendations for the future

Who is doing the Community Needs Assessment?

Needs Assessment Team:

- The local library board
- Local branch staff
- Other staff members

Community Needs Assessment across the region:

Needs Assessments of the X communities with a public library will occur over a three year period.

The action plan from each library will be reviewed and updated in 3 years!

How will the Needs Assessment be done?

Action	Timeline	Who
Create a Needs Assessment Plan	First Meeting (first month)	Local Board, Local Staff, Needs Assessment Team
Create a community profile	Second Meeting (first month)	Needs Assessment Team
Brainstorm a list of community leaders	Third Meeting (second month)	Local Board, Local Staff, Needs Assessment Team
Gather information from community	Next 3 months	Needs Assessment Team
Compile and review results of community information gathering	Fourth Meeting (fifth month)	Local Board, Local Staff, Needs Assessment Team
Develop an action plan	Fifth Meeting: (sixth month)	Local Board, Local Staff
Share and execute action plan	Three year period	Local Board, Local Staff
Evaluate Needs Assessment process	One or two months following the launch of the action plan	Needs Assessment Team

For further information, refer to What does a Community Needs Assessment look like? In *Planning and Development, Module 3*