

Community Forum Needs Template

A community forum is usually open to the entire community. It is a good idea to include as many as possible of the people who use (or potentially could use) library resources to help decide what services and materials should be available.

Allow two hours. Suggested times for each item are in parentheses.

The facilitator...

1. Welcomes the group (5)
2. Introduces her/himself and the recorder (5)
3. Provides an overview of the objectives and process of the focus group (10)
4. Facilitates the following while the recorder takes group notes on a flip chart (if available use a computer with projector)
 - a. Asks participants to introduce themselves by saying their name, organization (if appropriate) and what prompted their acceptance to participate (10)
 - b. Asks participants to call out answers to the following as if brainstorming (with enough time between each one to give recorder adequate time to capture them)
 - i. How would you describe the community (e.g. population, employment, education, organizations, strengths, weaknesses, etc.)? (30)
 - ii. What community needs do you think are unmet? (20)
 - iii. Which three community needs are of most importance to you? (15)
 - iv. How do you think the library can help meet community needs? (20)
5. Wraps up and gives an overview of next steps (i.e., what will be done with the input from the forum and how the participants will hear about the results) (10)