

Teen Space Make-over Project
Sample Focus Group Agenda
 11am-1pm, Saturday 7 October
 Board Room

Facilitators:

- Anthony Bernier, Ph.D., San Jose State University (Lead)
- Assistant

Activity	Time	Needs
Set-up	Between 10-11am	<ul style="list-style-type: none"> • “Do not open” packets: <ul style="list-style-type: none"> ✓ <i>large envelopes (“Do Not Open”)</i> ✓ <i>sheets of colored note paper</i> ✓ <i>colored file folder (3 of each color, one packet contains an address list, four packets contain a sheet saying “You’re it!”)</i> ✓ <i>business cards</i> ✓ <i>candy</i> • Distribute packets early • Equipment the Library will provide <ul style="list-style-type: none"> ✓ <i>-LCD projector and extension chord</i> ✓ <i>-large screen</i> ✓ <i>-two easels with big paper tablets</i>

		<ul style="list-style-type: none"> • Equipment I will provide <ul style="list-style-type: none"> ✓ <i>Laptop</i> ✓ <i>tape recorder</i> ✓ <i>camera</i> ✓ <i>markers, pens, pencils</i> ✓ <i>file folders, note paper</i> ✓ <i>Candy</i> ✓ <i>timer</i>
<p>Greeting</p> <ul style="list-style-type: none"> • outside admin suite • Question: “What are the <i>public</i> places you and your friends least/most?” 	11 am- 15 min	<ul style="list-style-type: none"> • Welcome greeting • Assistant records (written record)
<p>Enter Board Room - welcome and intros:</p> <ul style="list-style-type: none"> ✓ agenda preview ✓ housekeeping ✓ “Write down everything that comes into your mind, that’s why you were invited to participate in this discussion.” 	5 mins	<ul style="list-style-type: none"> • Project agenda on screen • Lead person facilitates • Where are bathrooms? • Prep intro notes
<p>Getting Started:</p> <ul style="list-style-type: none"> ✓ introduce packets and open ✓ circulate participant list ✓ during name writing, question: “Pick-a-Victim 	15 mins	<ul style="list-style-type: none"> • Lead person facilitates • Assistant records (written record)

Question:” “Among your friends, what reputation does the word “library” have?”		
First pass through slideshow material and lecture: <ul style="list-style-type: none"> • take “private notes” (likes/dislikes... like the stools, disliked the shelf colors) <ul style="list-style-type: none"> ✓ Old library images ✓ Library’s current YA space ✓ Newer YA spaces ✓ Seating options 	15 mins	<ul style="list-style-type: none"> • Lead person presents PowerPoint and lecture • Assistant observes and records comments, observations, expressive gestures
Groups break-out: <ul style="list-style-type: none"> • People with same color file folders together • “You’re it!” recipients copy “private notes” from first pass to group paper • Participants tag all comments “A” or “B” priority • Report out only one or two “A” items 	20 mins	<ul style="list-style-type: none"> • Lead person and assistant “flit” from group to group • Lead person facilitates group reporting out • Assistant captures on easel pad • Assistant secures large group sheets
Group Visits Teen Area: <ul style="list-style-type: none"> • -go, mill around, pose for pictures, write down what you dislike/like, on 3x5 cards, come right back 	15 mins	<ul style="list-style-type: none"> • Assistant facilitates and take a few photographs • Assistant collects any note cards taken from Teen Area
Assistant delivers report on “User Survey” results:	10 mins	<ul style="list-style-type: none"> • Lead person observes
Second Pass: open discussion: <ul style="list-style-type: none"> ✓ Library’s current teen space 	25 mins	<ul style="list-style-type: none"> • Lead person facilitates • Assistant captures on easel pad

<ul style="list-style-type: none"> ✓ Newer YA spaces ✓ —“Extras” 		
<p>Follow-up:</p> <ul style="list-style-type: none"> • “Thank you” letter from City Librarian 		<ul style="list-style-type: none"> • Lead person drafts letter for City Librarian • Supply Admin with copy of name list