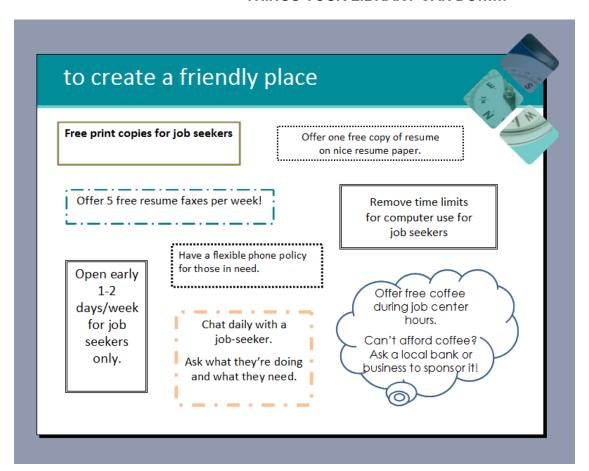
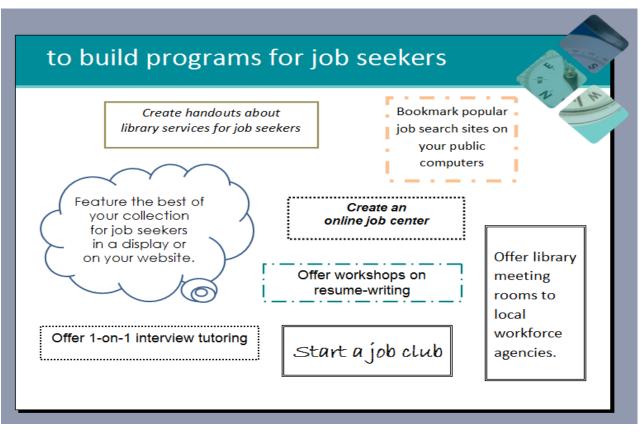
Community Needs Assessment

 ✓ Check the statements that you have a solid understanding. X the statements where you need more information or familiarity on this topic.
1I have a good understanding of the economic crisis and its impacts on communities.
2I am able to direct patrons to community social services, such as unemployment, housing, emergency healthcare or food stamps.
3My library provides dedicated computer stations with extended time limits to allow for completing online applications, e-government forms and online tutorials.
4My library has a dedicated job center.
5My library has photocopiers, printers and fax machines conveniently located.
6My library provides wireless connections and laptop stations.
7My library is able to open earlier 2-3 mornings a week to accommodate the economically impacted.
8I connect patrons to free, good quality online sources of self-directed training on basic computer skills.
9My library offers training and classes to build a variety of technology skills.
10My library offers 1:1 tutoring on basic computer skills.
11 Staff at my library are well-informed enough about current ideas and tools to be able to assist patrons.
12Staff at my library know how to respond to job seekers in a positive and productive manner.
13I inform patrons about the use of social networking and an online presence.
14I am able to plan a networking event, or series of events, at my library to facilitate peer knowledge exchange.
15I practice techniques to manage my own stress.
16I understand the kind of stress people experience from job loss and economic difficulties.
17I practice techniques to manage my response to stressed patrons.

THINGS YOUR LIBRARY CAN DO.....





to support entrepreneurs

Create a display of the best of your business collection

Offer library space for small

business meetings

Find partners (like SCORE) to offer business workshops in the library

Set up a

small

business

center next

to your job

center.

Post an "entrepreneur readiness" checklist-find one online, like the SBA's "20 Questions" guide.

> Get out of the library and get to know the small business community better!

Include a business link on your website home page

> Host networking opportunities for entrepreneurs, including people in the arts and crafts.

to increase patrons' financial skills

Offer credit report workshops, including free printing of credit reports

Bookmark financial resources on your public computers there are many!

Use a story-time format to highlight financial topics get the whole family involved!

Provide handouts on 10 steps to financial well-being (projectmoney.org)

Offer "penny-pinching" workshops

\$ Offer student loan workshops \$

Start a savers club

Provide information about bankruptcy both discreetly and in workshops.

to support families

Schedule job seeker workshops to coincide with storutimes

Start a "coupon exchange club" to help families save money.

Place a computer in the children's area for parents to use for jobseeking Provide "tough times" info on help with bill paying, food pantry locations, emergency housing, etc.

> Invite Ag. Extension to do a workshop on home vegetable gardening or raising chickens in the backyard.



Offer just-for-fun family programming on Friday or Saturday nights to help those struggling financially to spend time together as a family.

Offer workshops on how to live on a restricted income

Enlist a mental health professional to provide pro bono workshops on dealing with the stress of job loss.

to stay informed

Have the local workforce agency provide workshops to library staff about how to use their services

> Have "lunch and learn" sessions for staff once a week

At staff meetings, ask each person to share an experience with an un(der)employed patron.

Create and sustain relationships with local social service agencies.

Offer miniworkshops for staff on social networking and new tech tools for job seekers

Provide "reference interview" training with role playing and practice

Collect success stories!

Assign a "PR" person on your staff to stay in touch with local media and keep the library's services "top of mind"

to build community connections

Have a breakfast for the Chamber of Commerce or local politicians to let them know what you are doing.

Create a "Help for Hard Times" flyer with community information

Bring in reps from the local community college to offer student loan workshops

Learn about local social service agencies, their hours and what they do.

Create a
Social
Services
bulletin
board with
brochures &
flyers from
local
agencies

Recruit retirees for resume evaluation, interview help and computer tutoring.

Get your library board involved!

Ask your Workforce Board where you can "fill in the gaps" so you aren't duplicating already-successful efforts.

Advocacy/Communication Assessment

✓ Check the statements that you have a solid understanding.

X the statements where you need more information or familiarity on this topic.
 I know ideas and strategies for marketing and outreach.
 I have a marketing plan, with target audiences identified and next steps defined.
 I am able to communicate the value of the library as a support system for the development of the local economy.
 I have effective strategies for articulating the value of the library's services.
 I know ideas and strategies for marketing and outreach to the small business community.
 I am aware of the sensitive nature of financial topics for individuals.

Partnerships Assessment

✓ Check the statements that you have a solid understanding.
 X the statements where you need more information or familiarity on this topic.

1I understand best practices and strategies for building successful partnerships.
2I have identified a list of other potential partners to approach, including non-traditional choices.
3I have identified and approached appropriate partners to implement programs or services.
4I find volunteers from community organizations to help deliver services and programs.
5I have identified local and state workforce agencies that provide services to job seekers and the unemployed.
6I have established contact with the appropriate workforce agency and broached collaboration suggestions.
7I have identified a list of other potential partners to approach, including non-traditional choices.
8I have identified and approached appropriate partners to implement programs or services for job seekers.
9I connect with business leaders, entrepreneurship groups or inventors clubs in the community.
10I attend local business meetings and serve on committees.
11I have identified a list of potential partners to approach, including non-traditional choices.
12I have identified and prioritized programs and services to support entrepreneurs and small business.
13I have identified and approached appropriate partners to implement them.
14I have identified local and state agencies that my library can work with to provide financial education.
15I have identified a list of other potential partners to approach, including non-traditional choices.
16I have identified and approached appropriate partners to implement financial education programs or services.

Collections Assessment

✓ Check the statements that you have a solid understanding.
 X the statements where you need more information or familiarity on this topic.

1My	library has a basic collection of print and online resources relating to social services.
2l us	se existing resource guides and have adapted them to meet local needs.
3My	library has a current collection of print and online resources relating to basic computer skills.
4l kr	now what databases my library has on basic computer skills.
5lf m	ny library doesn't have adequate databases, I am able to network with other libraries to share database access
6My	library has general print and online resources on financial literacy.
7My	library's financial literacy resources have been aggressively weeded for the most current and useful.
8l ar	m familiar with and able to assist patrons on online financial literacy resources.
9My	library has created an online directory of financial resources.
10My	library website has a link to the state library (or other relevant library) resources for financial literacy.
11l ha	ave created handouts listing my library's and other community agencies' resources for financial education.
12My	library has a basic business collection of print and online resources.
13l ha	ave adapted our business collection to meet local needs.
14My secure fur	library has developed an online directory to a list of websites that answer business questions, including how to nding.
15My	library website has a link to the state library (or other relevant library) small business resource section.
16l kr	now what databases my library has to support entrepreneurs and I understand how to use them.
17l ar	m familiar with the free resources of the US Public Workforce System.

18.___I have created displays of resume writing, job seeking and/or interviewing resources.

Action Plan: Workforce Recovery at Your Library				
Where you are now?				

For your priority:

- ▶ identify which components you intend to focus on
- identify the next steps and the resources you will use
- ▶ identify who you will work with to achieve each component of your priority
- set deadlines and record status as you progress

Your Priority Actions	Next Steps/Resources	Who?	When?	Status
Priority :	•			
	•			
	>			
	>			
	>			

How do you know when you've succeeded?