

## Staff Survey Template

Updated: February 2023

The Staff Survey Template gives libraries and their Boards an idea of what kinds of questions to ask on a staff survey, as well as an example format. These questions can and should be adjusted to fit the unique needs of each library. If a library Board or director would like to conduct a staff survey for strategic planning but would like to have an aggregate report where responses remain anonymous, they can contact Cheyenne Chontos or Kathleen Slocum at the South Dakota State Library for further assistance.

### INTRODUCTION

Please take a few minutes to complete the following Public Library staff survey. The survey is being conducted by the South Dakota State Library, and your individual responses are confidential.

As you are probably already aware, the library is engaging in strategic planning. Your involvement in and input into that process is critical, and the survey is one way to ensure that your voice is heard.

Please complete the survey no later than                     . Thank you for your time and input!

### OVERVIEW AND LIBRARY

If you could change three things about the library, what would they be?

What is your vision for the library five years from now? How should the library be different?

How could the library change or improve to better serve patrons?

### CHANGES IN THE NEXT 3 TO 5 YEARS

In the next 3 to 5 years, how should the library collections and online resources change?

In the next 3 to 5 years, how should the library's computer and technology resources change for the public? For the staff?

In the next 3 to 5 years, how should the library's programs and outreach efforts change?

## WHAT SHOULD BE ADDED or ELIMINATED IN LIBRARY SERVICES?

What new offerings (programs/services/collections) should the library implement or explore?

What current offerings (programs/services/collections) could or should the library reduce or eliminate?

## LIBRARY STAFFING AND ADMINISTRATION

Do you receive adequate training and professional development to do your job well? If not, what kind of training do you need or would like to see offered for staff?

Are there specific changes regarding library staffing or administration that you would like to see occur?

Are there any internal issues (staff, administration, board, funding, etc.) hindering the library from the community more fully? If so, please share your comments.

## FINAL COMMENTS

Please add any additional comments on issues or directions you believe the library should address:

Thank you for completing the survey, and your help with the planning process. Once again, your comments are confidential and only the consultants will see individual responses. Only total, aggregate responses will be reported to the board and library administration. If you have any questions regarding the survey or the planning process, or if you would prefer to convey any confidential or sensitive issues directly, please feel free to contact [Cheyenne Chontos, Library Technology Coordinator at the South Dakota State Library – cheyenne.chontos@state.sd.us](mailto:Cheyenne Chontos, Library Technology Coordinator at the South Dakota State Library – cheyenne.chontos@state.sd.us).

Thank You!