Staff Forum Survey

Hello,

Library Administration is reviewing our internal communication strategies including the *Monthly All Staff Forums*. Please answer these five questions to help us to determine the future of Staff Forums.

1. Have you, or your staff attended a Staff Forum in the past year?
   - a. Yes (skip to Question # 3)
   - b. No
   - c. Not Sure

2. If you answered No to question # 1, why didn't you attend / send staff to attend a Staff Forum? (Check all that apply)
   a. Didn't have the time or staff to send
   b. Not interested in attending Staff Forums
   c. Wasn't aware they were happening
   d. Time / date were not convenient
   e. Location(s) not convenient
   f. Other: _____

3. Would you attend / send your staff to a Staff Forum if…? (Check all that apply)
   a. They were held quarterly, rather than monthly
   b. Topics / speakers were announced beforehand
   c. They were recorded and posted on the Intranet
   d. Staff made suggestions on topics to be discussed.
   e. They were always held in one location, rather than at different libraries monthly
   f. They included a tour of a specific library
   g. There was a component of staff development in each meeting

4. Which **one** form of communication do you prefer to receive timely information about the Library System?
   a. Email
   b. Intranet
   c. Hardcopy
   d. Phone call
   e. Meetings – Manager / Director
   f. Staff Forums
   g. Blog
   h. Facebook
   i. Other: _____

5. How do you inform your staff about system wide updates such as policy changes, the Library District, the budget, etc.?
    a. I print and post the messages
    b. I forward the emails to my staff
    c. I meet with my staff regularly and relay the information
    d. There are not enough hours in the day for me to relay the information to staff
    e. I put the messages in a notebook and expect staff to read and sign-off that they have read it
    f. I encourage staff to attend the monthly Staff Forums
    g. Other: _____

Please provide any suggestions for Staff Forums and /or dissemination of internal information?

Thank you.
Respond to this Survey by January 30, 2014. Thank you.