INTRODUCTION

The Association of Tribal Archives, Libraries, and Museums is developing an action plan to strengthen USA-based Indigenous cultural institutions. The plan will be informed by virtual Summits, Public Hearings, and National Needs Assessment Surveys. This survey is for LIBRARIES.

Your responses will:

- **Become the voice for your community in documenting your activities and needs;**
- **Help guide decision-makers and funders in developing opportunities for your community;**
- **Inform the development of long-term strategies to strengthen your library; and**
- **Enable you to see your needs in the context of those of your peers and in a form that you can use as a tool for raising institutional and community awareness.**

After you submit the survey, you will be redirected to the "Developing an Action Plan for Indigenous Institutions" webpage where you may register for the Libraries Summit on Tuesday, March 9, 2021, join the National Planning Council, and complete the Archives and/or Museums Survey if you also provide these services.

The study is funded by the Doris Duke Charitable Foundation and is conducted by the Association of Tribal Archives, Libraries, and Museums. Additional support is provided by the Native Nations Institute and the American Indian Library Association.

Note: The term "Indigenous" represents all tribes, bands, nations, pueblos, rancherias, communities, Native Hawaiians and Native Alaskans.

INSTRUCTIONS

1. **This needs assessment should take about 30 minutes to complete, according to SurveyMonkey. You are encouraged to be thorough and take time to provide thoughtful responses. The information and insights you provide will establish the foundation for successful cultural programs for years to come.**
2. **You may exit and return to the Needs Assessment at anytime before submitting your responses, using the same computer. Your responses are automatically saved each time you hit "next."**
3. **ATALM does not receive information until you submit your responses at the end of the survey.**
4. **All information is confidential. You and/or your institution will not be associated with any particular findings.**
5. **The questions should be answered by the director or lead staff person.**
6. **The COVID-19 pandemic has skewed operations for many cultural entities. Specific questions address those anomalies. For all other statistical questions, use your 2019 data. If you do not have formal statistics, please make a reasonable estimate or select "don't know".**
7. **For other questions, use your best judgment in relation to your circumstances.**
8. **Most questions concludes with an open comment box for any additional information you wish to provide.**
9. **To download a PDF version of the needs assessment to use as a working copy, here.**
10. **If you have questions or need help, phone 405-401-9657 or email president@atalm.org**

1. Library Type and Visitation (3 questions)

1.1 Select the best description of your library type: (check all that apply)

- [ ] Tribal lending library
- [ ] Tribal research library (non-lending)
- [ ] Library that is part of a cultural center
- [ ] Tribal school library
- [ ] Tribal college/university library
- [ ] Other (please specify)

1.2 On average, approximately how many community interactions does your library receive? This may include patron visits, reference calls, email requests, social media interactions, website views, or any other form of contact utilizing library services. If you do not have formal statistics, please make a reasonable estimate. (Note: If visitation has changed due to COVID-19, please use statistics from prior years.)

- ◯ Fewer than 500
- ◯ 501-1,000
- ◯ 1,001-2,500
- ◯ 2,501-5,000
- ◯ 5,001-10,000
- ◯ 10,001-15,000
- ◯ 15,001-20,000
- ◯ 20,001-30,000
- ◯ More than 30,001 visitors or uses per year
- ◯ Don't know

If more than 30,001, please specify.

1.3 Over a three-year period (2017, 2018, 2019), did visitation change?

	Increased	Decreased	Unchanged	Don't know	Not Applicable
In person visits	○	○	○	○	○
Website visits	○	○	○	○	○

If visitation changed, to what do you attribute the change?

2. Service Area (3 questions)

2.1 How large is your service area in square miles?

2.2 What is the size of the population you serve?

- ◯ Less than 1,000
- ◯ Between 1,000-2,000
- ◯ Between 2,000-3,000
- ◯ Between 3,000-4,000
- ◯ Between 4,000-5,000
- ◯ Over 5,000

2.3 Is there a library within the service area of your tribal library that tribal members are allowed to use?

- ◯ Yes, there is a library that is available to tribal members
- ◯ There is a library but it is not available to tribal members
- ◯ No, there is not a library

3. Services and Programs (9 questions)

3.1 What tools or methods do you use to ensure the library is meeting the needs of the community ?

	Currently use	Plan to use	Not needed	Need training
Community Needs Assessment Surveys	○	○	○	○
Community Advisory Board	○	○	○	○
User Surveys	○	○	○	○
Collections Use Analysis	○	○	○	○
Suggestion Box	○	○	○	○

Are there other assessment tools you use? If so, please describe.

3.2 In addition to printed books, what **resources** or **services** does your library provide?

	Provide	Want to provide	Planning to provide	Unable to provide
Physical Audio Books, Music	○	○	○	○
Online eBooks and audio books	○	○	○	○
Wi-Fi hotspot lending	○	○	○	○
Public computers	○	○	○	○
Laptop or tablet lending	○	○	○	○
Public access Wi-Fi	○	○	○	○
Student resources	○	○	○	○
Health resources	○	○	○	○
Subscription databases	○	○	○	○
Tribal government resources	○	○	○	○
Tribally-specific materials	○	○	○	○
Tool lending	○	○	○	○
Video (movies)	○	○	○	○
3-D printers	○	○	○	○

	Provide	Want to provide	Planning to provide	Unable to provide
Gaming console and software lending	○	○	○	○
Business/employment resources	○	○	○	○
Artist resources	○	○	○	○
Native language resources	○	○	○	○
Other government resources (federal/state/local)	○	○	○	○
Digitized special collections (archival materials such as photographs, documents, etc.)	○	○	○	○
Reference Services/Materials	○	○	○	○

If you provide resources not listed above, please describe:

3.3 What additional resources would you like to provide for your community?

3.4 What programs do you provide to the community?

	Provide	Want to provide	Planning to provide	Unable to provide
Literacy programs	○	○	○	○
Summer Reading programs	○	○	○	○
Author visits	○	○	○	○
Adult programs	○	○	○	○
Family programs	○	○	○	○
Children's programs	○	○	○	○
Cultural arts and crafts classes	○	○	○	○
Native language programs	○	○	○	○
Computer training programs	○	○	○	○
Health screenings	○	○	○	○

If you offer programs not listed above, please describe here:

3.5 What additional programs would you like to offer to your community?

3.6 Are you able to meet the needs of your community for typical library services?

- ○ Yes
- ○ Somewhat
- ○ No
- ○ Don't know

3.7 If you are not able to meet the needs of your community for typical library services, what are the obstacles?

	Major obstacle	An obstacle, but manageable	Not an obstacle
Operating hours insufficient	○	○	○
Not enough staff	○	○	○
Collections do not meet the needs of the community	○	○	○
Inadequate broadband access	○	○	○

Are there other obstacles that prevent you from providing needed community services?

3.8 Has COVID-19 had a positive or negative impact on your library?

	Positive impact	Negative impact	No impact	Don't know yet
Staffing	○	○	○	○
Budget	○	○	○	○
Programming	○	○	○	○
Services	○	○	○	○
In person visits	○	○	○	○
Online visits	○	○	○	○

Please share changes you have made to your library as a result of COVID-19.

3.9 Does your State Library Agency provide the same services to tribal libraries that it provides to public libraries? Please select the services provided:

- [ ] Our State Library Agency does not provide services to tribal libraries
- [ ] Training
- [ ] Funding
- [ ] Access to subscription datrabases
- [ ] Interlibrary loan
- [ ] Consultations
- [ ] Access to programs such as Summer Reading
- [ ] Not aware of services provided by State Library Agency
- [ ] Other (please specify)

4. Budget and Funding (11 questions)

4.1 What is your Library's annual budget? If your library is part of a larger organization, only include the amount budgeted for **LIBRARY** operations.

- ◯ $1,000 or less
- ◯ $1,001 - $10,000
- ◯ $10,001 – $50,000
- ◯ $50,001 – $100,000
- ◯ $100,001 – $250,000
- ◯ $250,001– $500,000
- ◯ $500,001 – $1 million
- ◯ More than $1 million
- ◯ Don't know

If your budget is more than $1 million, please specify.

4.2 In reviewing financial data for your library **PRIOR** to COVID-19, what was its current financial condition?

- ◯ Strong and growing
- ◯ Level and stable from year to year
- ◯ Difficult to project, varies from year to year
- ◯ Weak and contracting
- ◯ Don't know

Describe COVID-19's impact on your current budget. Will it impact future budgets?

4.3 How much is spent per person, per year on library services? (calculate this figure by dividing your library budget by the number of people in your service area.)

- ◯ Less than $1 per person
- ◯ $1.01 to $2.00 per person
- ◯ $2.01 to $3.00 per person
- ◯ $3.01 to $4.00 per person
- ◯ $4.01 to $5.00 per person
- ◯ $5.01 to $6.00 per person
- ◯ $6.01 to $7.00 per person
- ◯ $7.01 to $8.00 per person
- ◯ $8.01 to $9.00 per person
- ◯ $9.01 to $10.00 per person
- ◯ More than $10.01 per person
- ◯ Don't know

If more than $10.01 per person, please specify the amount.

4.4 How is your library currently funded? (Check all that apply)

- ☐ Tribal Goverment
- ☐ State/ and/or Local Government
- ☐ IMLS Basic Grant
- ☐ IMLS Enhancement Grant
- ☐ Other Federal Grants (specify below)
- ☐ Foundations/Corporations
- ☐ Individuals
- ☐ Fees

Other (please specify)

4.5 What are your funding needs?

	High priority	A priority	Not a priority
Hire additional staff	○	○	○
Train existing staff	○	○	○
Expand or improve collections	○	○	○
Expand or improve programs	○	○	○
Expand native language resources	○	○	○
Create or expand a MakerSpace	○	○	○
Digitize collections	○	○	○
Expand public access to technology	○	○	○
Develop a greater online presence	○	○	○
Construct a new facility	○	○	○
Renovate an existing facility	○	○	○
Maintain an existing facility	○	○	○
Purchase new furnishings	○	○	○
Expand operating hours	○	○	○

If your greatest financial need is not listed above, please share your greatest need(s) here.

4.6 Do you currently receive funding from the Institute of Museum and Library Services' **Native American Library Services Basic Grant** program?

- ○ Yes
- ○ No

4.7 If yes, is the grant amount of $6,000-$10,000 a year sufficient to meet your needs? If not, within reason, what do you suggest the amount be?

4.8 Do you currently receive, or have ever received, funding from the Institute of Museum and Library Services' **Native American Enhancement Grants** program?

- ◯ Yes
- ◯ No

4.9 If you have received funding from the IMLS Enhancement Grant program, is the range of $10,000 to $150,000 for up to two years sufficient to meet your needs? Is there anything you would like to see changed?

4.10 Are there obstacles that discourage you from applying for grants?

	Major obstacle	Obstacle, but manageable	Not an obstacle	Not applicable
Unaware of opportunities	◯	◯	◯	◯
Eligibility concerns	◯	◯	◯	◯
Matching funds requirements	◯	◯	◯	◯
Funding programs not in alignment with my needs	◯	◯	◯	◯
Too much lag time between applying and receiving funding	◯	◯	◯	◯
Applications are too complex	◯	◯	◯	◯
Lack of time to complete applications	◯	◯	◯	◯
Lack of project planning experience	◯	◯	◯	◯

Are there other reasons why you do not apply for grant funding?

4.11 Is there anything you would like funders to know about how grant programs can better serve the needs of tribal libraries?

5. Facilities (3 Questions)

5.1 Is your library located in:

- ◯ A stand alone facility
- ◯ A cultural center
- ◯ Government headquarters

Other (please specify)

5.2 Please indicate if your library has the following areas and if the space meets your needs:

	Yes, meets our needs	Yes, but does not meet our needs	No, but want	No, do not need
Circulation/Information Desk	◯	◯	◯	◯
Reference Area	◯	◯	◯	◯
Collections Area/Library Stacks	◯	◯	◯	◯
Public Access Computer Area	◯	◯	◯	◯
Computer/Gaming Area for Youth	◯	◯	◯	◯
Administrative Offices	◯	◯	◯	◯
Children's Area	◯	◯	◯	◯
Young Adult Area	◯	◯	◯	◯
Special Collections Area	◯	◯	◯	◯
Genealogy/Family History Area	◯	◯	◯	◯
Tribal/Local History Area	◯	◯	◯	◯
Space for Public Programs/Meetings	◯	◯	◯	◯
Reading Area	◯	◯	◯	◯
Other	◯	◯	◯	◯

If your facility has spaces not listed above, please describe.

5.3 Are you planning a new or renovated library facility?

- ◯ Yes
- ◯ No
- ◯ Not at this time, but in the near future

If plans are in place or in progress, please describe the facility, its costs, how it is, or will be, funded, and anticipated opening date:

6. Collections

6.1 What percentage of the library's collections is related to indigenous communities (that is, materials concerning your tribal culture or other tribal cultures)?

- ◯ 0-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-75%
- ◯ 76-100%
- ◯ Don't know

6.2 Please rank the library's collection development priorities:

	High priority	Medium priority	Not a priority
Materials specific to the tribe's culture	◯	◯	◯
Indigenous materials in general	◯	◯	◯
Native Language materials	◯	◯	◯
E-books and audio books	◯	◯	◯
Current fiction	◯	◯	◯
Current non-fiction	◯	◯	◯
Reference materials	◯	◯	◯
Electronic databases	◯	◯	◯
Young adult materials	◯	◯	◯
Children's materials	◯	◯	◯
Materials for people with disabilities	◯	◯	◯
Audio/video materials	◯	◯	◯
Other	◯	◯	◯

Please specify this other collection development need below:

6.3 Do you issue library cards to users?

- ◯ Yes
- ◯ No
- ◯ Plan to

If you do not issue library cards, how do materials circulate? Do you plan to issue cards in the near future?

6.4 How does your library catalog its collections? Does it use a software program to process, organize, and make available the collection?

◯ Yes ◯ No ◯ Planning to

If yes, which system? If no, how do you catalog the collection?

7. Staffing and Professional Development (7 questions)

7.1 Our library has staff with the following education background and experience: (check all that apply)

- [ ] Advanced cultural knowledge
- [ ] Relevant experience without library-related degrees
- [ ] With advanced degrees in library-related fields
- [ ] With advanced degrees in non-library related fields
- [ ] With certificates in library-related areas
- [ ] With none of the above

7.2 To what extent is each of these a training need for your library staff?

	Substantial need	Somewhat a need	Not a need
Sustaining and growing the library	○	○	○
Collections Development	○	○	○
Collections Cataloging	○	○	○
Patron Services	○	○	○
Community Outreach	○	○	○
Strategic Communications	○	○	○
Fundraising	○	○	○
Grant writing	○	○	○
Project development/management	○	○	○
Emergency Preparedness and Response	○	○	○
Administrative Practices	○	○	○
Digital Collections	○	○	○
Public Programming	○	○	○
Collections Care and Repair	○	○	○
Security	○	○	○
Volunteer Development	○	○	○
Digital Inclusion Programs	○	○	○

Please specify other training needs.

7.3 Please rate your level of agreement with the following statements:

	Strongly agree	Agree	Do not agree
Employees have the experience and training to perform their assigned jobs	○	○	○
Employees have a significant understanding of tribal culture	○	○	○
Employees are actively engaged in learning new skills	○	○	○
Tribal leadership is committed to providing employees with professional development opportunities	○	○	○
When hiring new employees, tribal members are given priority, regardless of job related skills	○	○	○

7.4 Reflecting on the last three years, has your staff training budget:

- ○ Increased
- ○ Stayed the same
- ○ Decreased
- ○ We do not have a budget for staff training

7.5 What training formats work best for your staff?

	Extremely valuable	Valuable	Not valuable
National gatherings tailored to the needs of indigenous cultural institutions	○	○	○
National gatherings tailored to the needs of libraries	○	○	○
Regional or local programs within an hour drive	○	○	○
Distance learning programs such as those offered by universities/colleges	○	○	○
Live webinars	○	○	○
On demand webinar recordings	○	○	○
On-site training	○	○	○

If your preferred training format is not listed, please specify your preference here.

7.6 For staff members who do not hold specialized degrees, how important are skill-building training programs that provide certification?

- ○ Extremely important
- ○ Somewhat important
- ○ Not at all important

7.7 Which of the following obstacles impact your, or your staff's, ability to receiving training?

	Substantial obstacle	An obstacle, but manageable	Not an obstacle
Lack of culturally relevant training	○	○	○
Lack of training opportunities within my geographic area	○	○	○
Lack of time	○	○	○
Lack of interest	○	○	○
Takes staff away from critical job functions	○	○	○
Internet connection too slow to access web-based opportunities	○	○	○
Leadership does not support training	○	○	○
Funds are not available for training	○	○	○
Unaware of training opportunities	○	○	○

Are there other obstacles to ensuring a trained workforce?

8. Challenges (1 question)

8.1 Please rate the library's challenges:

	Major challenge	Medium challenge	Not a challenge
Staffing	○	○	○
Training for staff	○	○	○
Shelving, cabinets, and other furnishings	○	○	○
Acquisition of books, databases, and materials	○	○	○
Technology	○	○	○
Condition of collections	○	○	○
Community support	○	○	○
Marketing and outreach	○	○	○
Facility	○	○	○
Facility maintenance	○	○	○
Tribal government support	○	○	○
Funding	○	○	○
Other	○	○	○

What other challenges are faced by your library?

9. Language Programs/Support (2 questions)

9.1 Do you provide support for Native languages in your library?

	Currently provide	Plan to provide	Do not provide	Not needed
Signage in Native language	○	○	○	○
Staff greets visitors in Native language	○	○	○	○
Books and materials in Native language	○	○	○	○
Displays reflect use of Native language	○	○	○	○
Native language resources are available	○	○	○	○
Native language is incorporated into public programming	○	○	○	○
We partner with our Native Language Program Office	○	○	○	○

Please describe how you now support, or plan to support, Native languages in your library.

9.2 Are you interested in learning how to implement language revitalization programs or services into your library?

- ○ Yes
- ○ No
- ○ Not now, perhaps later

10. Support for Native Artists, Authors, and Performers (2 questions)

10.1 Does your library support Native artists, authors, and performers?

	Currently provide	Plan to provide	Do not provide	Not needed
Display works	○	○	○	○
Host performances, talks, storytelling	○	○	○	○
Sponsor festivals or fairs	○	○	○	○
Book signings	○	○	○	○

Please describe how you support, or plan to support, community artists, authors, and performers.

10.2 Are you interested in learning how to provide more support for community artists?

- ○ Yes
- ○ No
- ○ Not now, perhaps later

11. Model Programs and Transformation Stories (2 questions)

11.1 We are seeking innovative programs, services, and/or administrative practices to feature as Case Studies. In the space below, please describe practices or programs you have found to be particularly effective in your library or other libraries.

11.2 Libraries transform lives every day. We would like to include stories about how your library has transformed lives in your community. If you have an inspirational story to share, please describe below:

12. Library Summit Planning (1 question)

12.1 Would you like to suggest a topic or a "big idea" to be covered at the Tribal Libraries Summit on Tuesday, March 9, 2021?

13. Conclusion (1 question)

13.1 Is there anything else you would like to share with us us about your library? You also may use this area to suggest how ATALM and AILA can help address your needs.

CONTACT INFORMATION

14. Please provide contact information for the person to be contacted if further information is needed and for future updates. *The Library noted here will be recognized in the report, unless you opt out below.*

First Name	
Last Name	
Position Title	
Tribal community or communities represented	
Library Name	
Street Address	
City	
State	
Zip	
E-mail Address	
Telephone	
Website Address	

Your identity and that of your library will be protected and not associated with any particular findings in the report. However, participating libraries will be recognized in the report unless you prefer to not be recognized.

- ◯ Please do not recognize my organization

Thank you!

We sincerely appreciate the time you took to respond to this needs assessment. After submitting, you will receive a link to register for the Tuesday, March 9, 2021 Tribal Library Summit held via Zoom.