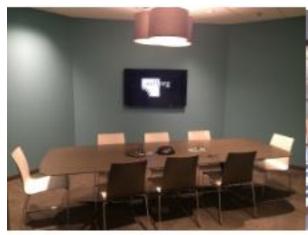
Room Reservations





of the AADL:



An Evaluation

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EXECUTIVE SUMMARY

Goal

The goal of this project was to implement an evaluation of the room reservation system at the Ann Arbor District Library to establish a possible assessment framework that could be later implemented to address the strengths and weaknesses of the service.

Need

The purpose of this service is to provide members of the Ann Arbor District Library patron population with free meeting space, mostly geared toward collaborative, community building, in whatever way the patron defines this. In the current state of the service, five rooms are available at two of the five library locations in the area. Patrons have the ability to make twelve reservations in each room throughout a 365-day period. The evaluation of this limitation and the overall function of the service itself was needed.

Purpose

The purpose of this project was to fully evaluate the service and how it functions from all points of the library, considering the locations, the staff, and the patrons throughout the assessment. The implementation was done with consideration to upholding the utmost privacy for the patrons of the community. As an innovative service beyond that of the physical collection, this evaluation was also done in order to ensure it was meeting the five core values of the library, and that any recommendations would also uphold these values.

The following statements are the outcomes successful evaluation processes hope to achieve:

- Patrons will increase library use for free, collaborative spaces.
- Patron satisfaction will increase with more available spaces and times.

Methods

This evaluation was carried out in three parts that built upon each other to inform the development of the tools used. The first part of the evaluation considered the reservation data garnered by the online reservation system used by the Ann Arbor District Library. To make the data more manageable, it was weaned to a single year and information was analyzed from this core set of data. From there, an interview protocol was developed to engage with staff about the service. This form of contextual inquiry led to a fuller understanding of the system and allowed for the development of a patron survey. The final portion of the evaluation was an online patron survey that was posted on the reservation website. This survey wen through pilot testing and approval with the Ann Arbor District Library staff before deployment. The culmination of

information from all three parts of this evaluation were used to determine key findings and make recommendations.

Findings

The culmination of data from the overall evaluation of the room reservation service offered at the Ann Arbor District Library led to the following key findings:

- 1. Limitations on patron access to the service are not an issue.
- 2. The availability of rooms is the largest issue among patrons.
- 3. The online reservation system, through the AADL website, is a pain point.

Each portion of the evaluation also played into being used as a method in later evaluation of the service. There were some clear limitations, such as the small response rate to the survey, but the project seemed to highlight the popularity of the service and some of the concerns staff thought may be prevalent. Further testing, and identifying better times for implementation, would be able to determine the generalizability of these findings.

Recommendations

From the data gathered and analyzed, the following recommendations should be considered in the next steps made by the Ann Arbor District Library:

- An evaluation plan should be established to continue assessment of the service.

 This project provides a framework for future evaluations of the service. It is suggested that the service be evaluated in regular intervals to ensure it is still accomplishing the things that the Ann Arbor District Library wishes for it to do.
- Usability testing should be considered to enhance patron experience.
 An identified pain point of this service is the online reservation system used by

the library. Usability testing with patrons could help identify more specifically what these pain points are and could be used to better the interface currently used.

• Data gathering should be tailored to better enhance the service.

Certain pieces of information are not currently gathered, making the ability to fully understand actual utilization of the service almost impossible. While the full picture will not be capable of being understood without extensive daily observation of the service, certain data points could be gathered to better understand aspects of the service, while helping to inform the best times of year for implementing evaluations.

1) INTRODUCTION

The Ann Arbor District Library (AADL), in conjunction with its myriad of products and services, offers a free room reservation system for the patron community that it serves. This service is relatively new and extremely popular, making an evaluation of the service needed to best determine the future of the service in its relationship with the AADL. Only offered at two of its five branches (Westgate and Downtown), the proposition of expansion is on the table, but understanding the current state of the system is needed before moving forward, especially considering that the service is one of the few at AADL that places limitations on patron use.

1.1 Purpose

The proposed reason for this project was to create an assessment framework for the room reservation system that could be utilized throughout the duration of this project and adapted for later use in evaluating the service. In this line of inquiry, the following questions were emphasized in initial meetings with AADL:

- What would an assessment framework for this service look like?
- Are current patron limitations hindering access?

Keeping this in mind, a plan was developed to answer the limitation question while creating a framework that could be used in the future.

The development of this project, and later implementation, had to be done in regards to making sure the service maintained its core values, which attach closely with the AADL's core values:

- Excellence in customer service.
- Providing, supporting, and advocating access for all.
- Acting with initiative, creativity, and flexibility.
- Working together, with enthusiasm and optimism, to reach goals.
- Responsible stewardship of resources.¹

Each part of the project, where applicable, was developed to test that the service was meeting these values.

By remaining dedicated to these core values in the continued development of the room reservation system, the proposed outcomes of this project warrant the support of all involved with the AADL to providing and maintaining the service in a way that also upholds the vision and mission of the institution. The proper maintenance of this system will do nothing but increase the perceived value of the public library, an essential focus anyone involved with the Ann Arbor District Library should keep in mind.

¹ "About Us," accessed 15 April 2019, https://aadl.org/about.

1.2 Project Outcomes

In the development and implementation of this project, several outcomes were proposed and considered. In the end, it was narrowed to two outcome statements that are proposed from the belief that the main result of this project will be a framework for evaluating the system in the future. With that in mind, the following outcomes are proposed:

- 1. Patrons will increase library use for free, collaborative spaces.
- 2. Patron satisfaction will increase with more available spaces and times.

These outcome statements build on the AADL's dedication to patrons and the implementation of excellent service.

1.3 Audience

The direct beneficiaries in improving the room reservation system is the Ann Arbor District Library's entire patron population. Specifically, patrons interested in meeting spaces and local businesses that need access to meeting spaces will benefit from an expansion of this service, allowing for more times available to those wanting to use the service. Identified in the implementation of this project, the room reservation service provides access to a myriad of patrons, ranging from students and tutors to patrons taking care of personal business.

All levels of the library management team, from daily staff members to library administration, also benefit from this service, as it increases the vitality of the public library system in the Ann Arbor community and allows to provide innovative services beyond the physical collection.

2) METHODS AND TOOLS

In hopes of gaining information in both quantitative and qualitative forms, multiple tools were used to gather and analyze data in a way that would give as complete of an overview as possible. The assessment was carried out in three parts that informed one another. The following will explain each part as they were carried out, the information that was hoped to be learned from each, and how each part was used to inform the next.

2.1 Reservation Data

The AADL keeps a record of their reservation data dating back to the inception of the service. Due to questions regarding the restrictiveness of limits set on patrons, analyzing this data was considered to look at how frequently a patron uses the rooms of the Room Booking Service. In the CSV file kept by the AADL, the following information is recorded: the room location being booked, the start time of the reservation, the end time of the reservation, the name given to the reservation, and the patron ID, which is an anonymized number. A sample of this data can be seen below.

RoomID	Start	End	Summary	PatronID
d2-lamplighter	2018-08-19 14:00:00		Patron Booking: HVDSA Environment Committee	5dfffca60fb73bd6d581c1914d45156b
d2-lamplighter	2018-10-28 15:00:00		Patron Booking: Family Issue Management	fb3d96ed49204075a85aa2aac32946 bb
d2-lamplighter	2018-07-19 19:00:00		Patron Booking: R.A.C.E. Facilitator Training	fdb0a2e3a4bbf0b11683b7114430ed3
d2-lamplighter	2018-06-04 19:00:00		Patron Booking: Ann Arbor Book Society Volunteers Meeting	53849e0aff63239e487cb78502d1a65

	2018-08-14	2018-08-14	Patron Booking: Social	
d2-lamplighter	18:00:00		Inequality 2018	a59a211be5fd70ff24a9e094b71781f5
			. ,	
			Patron Booking: Tilian	
	2018-12-10	2018-12-10	Program Manual	2771eb9a1d909e1def0a6139b2743f9
d2-lamplighter	15:00:00	17:00:00	_	0
	0040 00 00	0040 00 00	Detuce Decline MOU	4h 04h - 5000004h -fo doooda - 2-070-
d2-lamplighter	2018-03-08 18:00:00		Patron Booking: MSH Meeting	1b91be5260621bcf9d69021e3a878a
a_ iampiigittei	10.00.00	20.00.00	in county	
	2010 01 01	0040 04 04		K 000 000 I I I400 0 10000 100
d2-lamplighter	16:00:00		Patron Booking: Career day session	adfc929a883cbbed498ec3d9826d69 ec
az idiripiigittoi	10.00.00	17.00.00	day occolori	
10 1 1 - 1 (Patron Booking:	429a44f85f136797f276b4d8d51049e
d2-lamplighter	11:15:00	13:00:00	Michigan Collaborative	6
	2018-07-21	2018-07-21	Patron Booking:	12596e3a34d4d58f578912b24ca367
d2-lamplighter	12:30:00	14:30:00	Propeller Collective	57

Table 1. CSV Reservation Data Sample.

The information provided dates back to the testing of the reservation system itself, therefore, the data needed to be narrowed to a more reasonable size. The limitations of the service as it exists now is that each library card can reserve each of the five available rooms up to twelve times in a 365 day rolling period. To best understand how these limitations looked in the system, it was decided to narrow the data to a single calendar year to see how patron use looked at this level. As 2019 had just passed and reservations were still being booked for this, the 2018 data was used and filtered to garner an understanding of patron use of the reservation system.

Keeping in mind the initial meeting with staff at the Ann Arbor District Library and the introduction of this project, initial questions were developed that were hoped to be answered by looking at the provided data in the CSV file. The initial questions were as follows:

- How many patrons maxed out their stay in all rooms (60 reservations)?
- How many patrons maxed out their stay in one room (12 reservations, one room)?
- How many patrons maxed out their stay in multiple rooms?
- Which room is utilized the most?
- Which room is utilized the least?
- Is capacity an issue?

The final question, regarding capacity, was seen as a simpler way to ask one of the research questions developed for the project, and, through answering the questions prior to it, was hoped to be understood through a single year of data. The analysis of these questions will be discussed

below (see Data Analysis).

Upon narrowing down the data to a single year (from 5,532 reservations to 2,901 reservations) and developing initial questions to answer through the lens of this data, a pivot table was created to attach anonymized patron IDs to the number of reservations made in all the rooms (see *Appendix C*). Through this parsing of data, the questions developed could be answered and an interview protocol could begin to be developed to get a more qualitative view on the system from AADL staff.

2.2 Staff Interviews

Informed by the data from the reservation system and the initial meeting with AADL staff, an interview protocol was developed to gather qualitative data about the service in a task of contextual inquiry (see *Appendix B*). Staff were chosen in this pursuit due to the library's goal to uphold their patron community's utmost privacy and confidentiality, which leads to the limiting of interactions with outside consultants, such as university students.

The protocol developed was to facilitate semi-structured interviews with staff members familiar with the service to provide more context for the service, in hopes of informing the development of a patron survey that would be launched on the library's website. The partner-librarian in the project facilitated contact with one of the branch supervisors, which provided me an interview and access to two of his staff members, both familiar with the daily set up of the service and fielding patron questions and issues with the service.

The interview addressed eleven main questions and was planned to take up no more than fifteen minutes of staff time. Staff were asked, and the interviewer received permission to record the interactions for use later in the project. These interactions were later transcribed to determine themes from the staff answers, which were further used in the later development of the patron survey. All three interviews took place at the Westgate Branch, though staff often rotate to other branches and may have experience at the Downtown Branch as well, the location of the other available rooms.

Interaction with the branch supervisor was more casual than the interactions with the staff members, which took place more formally in an open, communal staff area at the branch. The project was discussed with the branch manager in a brief ten to fifteen minute meeting, where answers to many of the questions on the protocol were answered and others were left alone due to lack of day-to-day interaction with the service. A brief tour of the facility to show how the service looks at this branch was then given before being introduced to the first interviewee. Due to the knowledge of this interviewee and the stories provided, the second interview took about twenty minutes, while the third interview too less than ten.

2.3 Patron Survey

The patron survey was developed to gather both quantitative and qualitative data from community members of the Ann Arbor District Library. Using information from the CSV file and the staff interviews, questions were developed to further understand how the people using the system actually interacted with it. A pilot survey was developed and taken by colleagues that also were part of the community being surveyed, changes were made, and a copy of the survey was sent to the AADL for approval. Minor changes were requested and made, leading to a survey of 22 questions. All multiple choice questions were required to be answered, but questions asking for anecdotal responses were optional (see *Appendix A*).

This survey was launched to the website in early March with the hopes of collecting a representative sample of respondents in two to three weeks. The representativeness of the sample was hoped to be proven by comparing the demographic questions gathered (age group and gender) to the Ann Arbor population and by comparing usage responses to the data analyzed in the CSV data. A low response turnout made these comparisons impossible (see *Limitations*), but it is the hope that a future implementation of this survey would be able to garner this type of response and be compared to determine representativeness.

In the following section, an analysis of these answers, from each part of the evaluation, will be looked at and commented on. There will be a discussion about how these results do show something about the service, while keeping in mind the limitations set forth by a low response rate.

3) DATA ANALYSIS

3.1 Reservation Data

In 2018, 2,901 reservations were made by 866 individual patron library cards. To better understand these patrons and their use of the room reservation system, pivot tables were created and analyzed to answer the questions postualted above, lead to new inquiries, and inform both the staff interview protocol and the patron survey being developed. One particular discovery that warranted interest is that 64% of these patrons exclusively used only the Westgate Branch's rooms, although there are only 2 rooms at this location, instead of 3, and the branch is not centrally located like the Downtown location. This information (see *Figure 1*) does indicate that most patrons seem to have a preference of one branch over the other, as only 8% utilized rooms at both locations, but further lines of inquiry would need to be made to discover why that is.

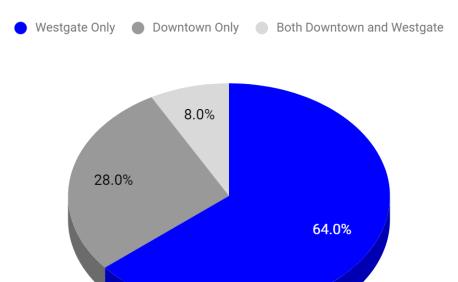


Figure 1. In 2018, 64% of patrons reserved rooms only at the Westgate Branch.

From this information, the following questions (which were initially developed for the assessment) were capable of being answered through the CSV file provided by the AADL:

• How many patrons maxed out their stay in all rooms (60 reservations)?

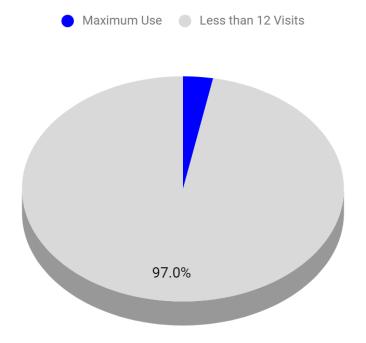
The most reservations held under a single card in the 2018 reservations was 32,

which two individuals reached. This represents less than 1% of patrons that used the system that year, and is barely over half of the available reservations to any individual. This seems to indicate that the provision of 60 reservations per library card per 365 day period is sufficient to cover the patron community served by the Ann Arbor District Library.

• How many patrons maxed out their stay in one room (12 reservations, one room)?

Of the 866 patrons that recorded reservations with the Room Reservation System, only 22 hit their 12 use limit in a single room (see Figure 2). There was a single outlier in the data, as one patron was capable of reserving a room 13 times, but this does not seem to cause concern for data validity. The 3% of users that maxed out a room often used other rooms at the locations they frequented, and it is unclear how this was split over the year, but, because no one used all 60 of their reservations and the majority of patrons never reached their 12 reservations for a single room, this limitation does not seem to indicate a problem for accessibility.

Figure 2. Only 3% of Patrons Maxed out at least One Room in the System in 2018.

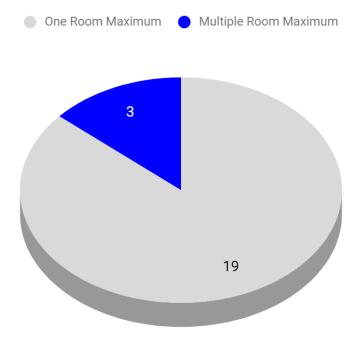


• How many patrons maxed out their stay in multiple rooms?

To further the line of inquiry about patrons hitting the limitations of their reservations, of the 22 people that hit a single room limit, only 3 hit a limitation on more than one room (see *Figure 3*). These were patrons that held some of the most reservations, the two patrons that had 32 reservations each and the anomaly

that held 13 reservations in one room (they also held 12 reservations in the other room at the Westgate location).

Figure 3. Of those that hit 12 reservations in a single room (22), only 3 hit maxed out in multiple rooms (no more than 2 rooms).



• Which room is utilized the most?

Meeting Room A (Westgate) was utilized the most, closely followed by Meeting Room B (Westgate). These had 418 and 402 patrons using the space. Due to the popularity of the Westgate Branch, as indicated by the reservation data (see *Figure 1*), this was unsurprising. The closeness in reservations is also unsurprising, as the rooms are located next to each other in the building and, although have slightly differing setups, house the same number of people and offer the same technology.

• Which room is utilized the least?

Freespace, at the Downtown location, was utilized the least with only 91 patrons using the space. The use of Downtown spaces was much less than those of Westgate and this room holds the most people, so these may be reasons why it is used so seldom. While the other Downtown rooms hold approximately the same number of people as the Westgate rooms (5-8 people), Freespace offers space for up to 32 people. Patrons using the reservation system may not need to use such a large space often.

• Is capacity an issue?

Capacity does not seem to be an issue, but this data only considers reservations and not walk-ins. There is no current way to track people that use the spaces during unreserved times. Patrons are capable of signing up on the daily schedules during times that the rooms are not already reserved at the open of the library, and while these could be tracked by manual entry, it would be time consuming and still inaccurate, as patrons can just sit in the unoccupied rooms if no one else is there. Cancellations are also not tracked, but these would also lead to showing more capacity if recorded.

The data provided by the reservation system records led to the development of questions for staff to better understand how the system works, especially in the day-to-day, and to use points in the data to help determine the representativeness of survey respondents.

3.2 Staff Interviews

Staff interviews largely reassured the belief that the system is extremely popular and has been received and used by patrons mostly with satisfaction. In asking about their day-to-day experiences with the service and with patrons wishing to use the service, all those interviewed had difficulty remembering specific instances that problems arose with the system.

The following statements were garnered about the service as staff saw it in their experiences with patrons:

- Limitations on patron use seems to be a non-issue in the eyes of library staff.

 According to all staff members interviewed, there was no recollection of the limitations on the rooms being an issue. This seems to further uphold the analysis of the data provided by the 2018 reservation data looked at.
- Non-bookable rooms at the Westgate location could have an influence on bookings there.

 Each of the staff members interviewed mentioned the small rooms available at the Westgate Branch for patron use on a first-come-first-serve basis. These are smaller (1-3 people), open air spaces in the middle of the space that can be used by patrons at anytime. In the time the interviewer was there, each of these rooms was full. Specifically, one staff member mentioned a patron that would set up reservations through the system to have an assured spot to work, but would prefer to use the open rooms, if they were available, leading to the last minute cancellation of his reservation so others could use the larger rooms.
- Desk questions are more common than email questions regarding service.

 While the staff members did not mention how often they recieve questions about the service (in comparison to other questions asked at the desk), the branch director, who fields questions through the emailing option on the website, had no recollection of getting an online inquiry about the reservation system.

• Long-term booking could make planning easier, but the system lacks the ability to set up recurring meetings.

The reservation system is set up to allow booking of rooms well in advance, which can be helpful to patrons that have recurring meetings. There was mention that setting up a recurring meeting (such as 12 weeks of Tuesday study sessions for a semester) was not possible through the current system.

- Pain points with using the website can be alleviated by staff setting up reservations.
 A service offered by desk staff is to set up the reservations for you. It was mentioned that some patrons are not comfortable setting up their own reservations and will use desk staff to alleviate this pain point.
- Room technology and confusion about which rooms to use can be problematic.

 Staff interviewed mentioned both the technology of the rooms and confusion regarding which rooms were which in talking about issues they remembered about the service. While the question asked, "Have you encountered issues with this service?," was intended to foster responses from staff regarding the reservation system itself, these unexpected responses may have proven more helpful (see Appendix A). Staff revealed they were not always comfortable helping patrons with the technology in the rooms, as they were unfamiliar themselves, and that they answered several questions to clarify where rooms were located.
- The service is helpful to patrons.

Unanimously, staff believe that the service is extremely helpful to patrons. One went so far as to state that it was a nice example of the library going beyond just a collection of books.

• *Most issues are sorted out among patrons themselves.*

Following up on the questions "Have you encountered issues with this service?" due to its unexpected responses, staff revealed that on the rare occasion there are issues among patrons with the rooms, they often come to a resolution without staff interference (see *Appendix A*). These issues ranged from patrons being in the wrong room, due to confusion of room identification, to patrons using the rooms together during unreserved times, identified by staff as spontaneous collaboration.

• *Information about the service from the desk is often an afterthought.*

Staff, when asked about informing patrons about the service, admitted that the service is often considered as an afterthought when telling patrons about services offered by the library. Due to the fact that staff sometimes move from branch-to-branch, this can be understood, as not all AADL locations offer the room reservation system. Still, the service should be advertised at all branches, regardless on if it is offered in the specific location or not. The number of services offered by the library can make it difficult to make sure you cover all services

provided though, and staff seem able to address specific questions about the service when asked.

Staff responses allowed for the patron survey development to be even more focused, such as asking patrons to describe the issues they had with both booking the rooms and using them in the locations. They also brought up possible things to consider later down the road, such as recurring booking (see *Action Plan*).

3.3 Patron Survey

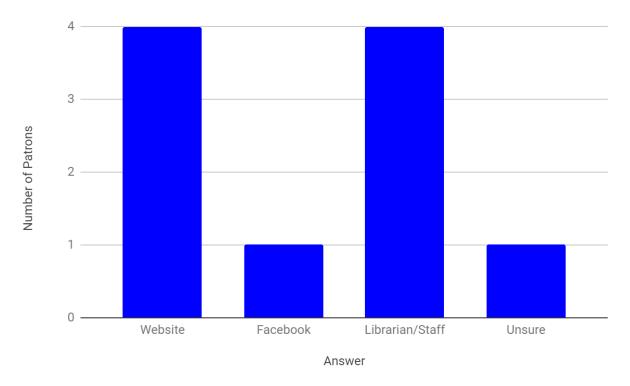
The patron survey, which was deployed onto the Room Reservation page of the AADL website garnered 11 responses, which is not enough to determine a representative sample of patrons. To have had a representative sample size of patrons, with 95% confidence, 267 responses of the 866 patrons that used the system in 2018 would have needed to respond. For the entire community being served by the Ann Arbor District Library, a sample of 2,354 would have been needed, according to the 2017 U.S. Census Bureau information on the Ann Arbor population. Still, the 22 question survey did lead to answers that hopefully would reflect answers from most patrons, allowing some ideas to be formed. The results of this survey also made it seem that this would be a good tool to use in future assessment of the service.

All survey respondents had previously used the reservation system before, and most of them had learned about this service either through the website or a staff member (see *Figure 4*). This would seem to support how the library sees the service being learned about by patrons. Library staff and the AADL website are the main information points for the library, and, therefore, patrons learning about services mostly from these two points of contact would make sense.

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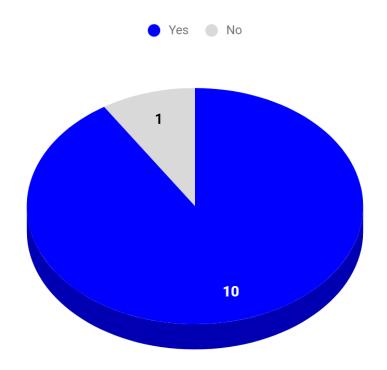
² U.S. Census Bureau, "2017 Population Estimates," accessed 15 April 2019, https://www.census.gov/search-results.html?q=ann+arbor%2C+mi+population&page=1&stateGeo=none&searchtype=web&cssp=SERP&_charset=UTF-8.





Of the respondents, 10 stated that the service was helpful (see *Figure 5*). This was supported by the staff interviews as well (see above). To further understand how patrons considered these rooms helpful, an optional written response asked them to elaborate (see *Table 2*). The majority of respondents used these rooms for meetings, both business and school related, which fits into the expectations of room use postulated by the staff interviewed. The respondent who stated the rooms were not helpful revealed that they found the rooms to be too loud, much like the rest of the library. This response speaks to the varying atmospheres of the branches within AADL, which change from location to location. The respondent had only used rooms at the Westgate Branch, which may mean they would be more comfortable at the Downtown location.

Figure 5. Do you find the Room Bookings Service helpful? Figure 4. How did you find out about the Room Bookings Service at AADL? One answer omitted due to irrelevance to the answer.

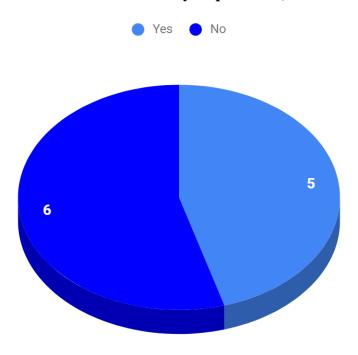


Reason	Number of Patrons	Notes
Language/Tutoring	3	
Meetings	3	Committee, Workshop, Non-profit.
Ease/Last Minute	2	
Job Search	1	
School	1	
Legal Meetings	2	Document Signing, Neutral Ground
No	1	Rooms are too loud.

Table 2. Can you explain, in detail, about a time in which the Room Booking Service was helpful to you? (Some patrons provided more than one reason, therefore, number of patrons is not equal to 11, the number of survey respondents.)

Patrons seem to have issues with the room booking service, specifically in booking rooms, whether it be due to availability or problems with the website itself. The survey almost evenly split respondents when asked about issues they had had booking the service (see *Figure 6*), and an optional response question was used to determine what these pain points might be (see *Table 3*). Patrons that responded to this often gave multiple issues they had with booking the service. Specifically, availability of the rooms and using the website to book the service were the most cited pain points. Website issues included link hunting, unclear confirmations, and calendar options. These types of issues could be remedied through usability testing with patrons.

Figure 6. Have you ever had issues with the Room Booking service? Table 2. Can you explain, in detail, about a time in which the Room Booking Service was helpful to you? (Some patrons provided more than one reason, therefore, number of patrons is not equal to 11, the number of survey respondents.)



Answer	Number of Patrons	Notes
Availability	2	
Cumbersome Spaces	1	Confused in the Library
Website Issues	3	Link Hunting Unclear Confirmations No Calendar Option
Confusing Instructions	1	

Table 3. If yes, can you write about this experience in detail? (Only 6 responses were recorded, though some gave multiple reasons, and one was omitted, as the patron stated "n/a".)

Rooms seem to be used for group activities (see *Figure 7*), with activities ranging from business to school and personal interactions (see *Figure 8*). The responses in *Figure 8* also correspond with the responses in *Table 2*, and, due to the size of the rooms, is an expected result. While individual work can be fostered by these rooms, it seems that patrons are interested in securing spaces to work with others in the more private spaces offered by this service.

Figure 7. Have you used this service for group or individual work?

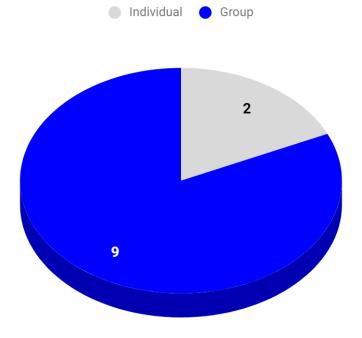


Figure 8. What kind(s) of activities do you use this service for? (Due to the nature of this question, respondents were capable of choosing more than one response, meaning that the 11 respondents answered more than 11 times.) Definitions may need to be better sussed out though, because this would indicate that "group activities" and using the rooms for "group work" differ.

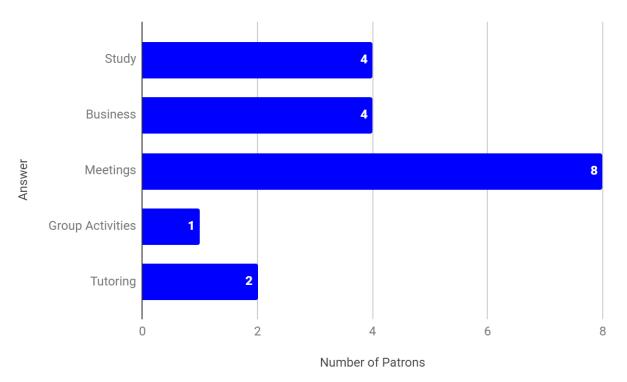
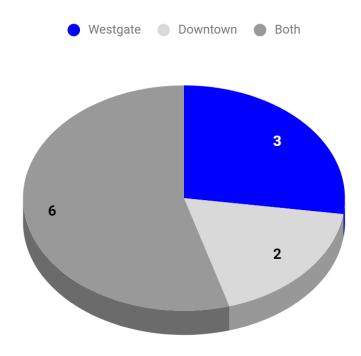


Figure 9 shows the locations that each survey respondent has used the service offered by the AADL. The hopes of this question was to help show the representativeness of the sample, but due to the low response rate (see *Limitations*), this comparison was not possible. In a larger study, a comparison of this answer with the reservation statistics could be use to strengthen the evidence that the respondents sampled were representative of the larger community.

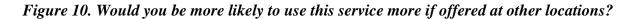
Figure 9. At which locations have you used this service? This was a point of the survey meant to help show if the data was representative compared to the 2018 statistics provided by the reservation system, but it indicates that this small sample size was not capable of drawing these conclusions, as can be seen in this chart.

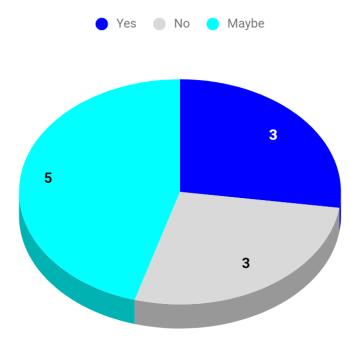


With the possibility of expanding the service, especially to the other branches within the AADL system, it seemed imperative to ask those that currently use the service if such an expansion would be helpful in the way that they used the library. 8 of the 11 respondents indicated that they would be interested in using the service more if it were offered in other locations (see *Figure 10*). Another optional response allowed respondents to elaborate why other locations may be helpful to them (see *Table 4*). The 3 respondents who indicated they would not be more likely to use the service seem to also have indicated in this response that they would not consider other locations, while others mostly cited the possibility of more availability in the rooms and convenience as major reasons to consider other locations, if they were offered.

One patron that indicated they would not use the library stated they "missed when libraries were quiet," a common theme from their responses to the survey. Still, each of the branches have their own atmosphere, and considering a different location may have more of the "traditional library" feel that this patron seeks in their interactions with AADL. Another patron indicated they would be interested in using other locations because it would likely increase room availability to ease booking, but, due to a large amount of group work with university students, they "may not use other branches if [their] group members have a hard time getting there." Therefore, the focus on group work, which seems to be indicated by users (see *Figure 7*) may

hinder a patron's ability to choose other locations, regardless of increased availability, because of restraints set by a group dynamic.





Reason	Number of Patrons
Convenience	2
Availability	5
Home Branch	1
(Possibility of) Smaller Rooms	1
Variety	1
Would Not Consider	3

Table 4. Could you explain why this would be? (Due to explanations, patrons gave multiple reasons in some cases.)

With the limitations of patron use being a large concern brought up in meetings with staff at the AADL, inquiring the amount of usage by patrons that have used the service, although reservation data indicated this was not an issue, was still considered to be important. Each room was given its own question and survey respondents were asked to indicate how many times they had used each room in the last year, with the ability to indicate that they had not used the room. *Table 5* indicates this usage and reiterates the information gathered by the reservation data analyzed. This goes on to indicate the preferred usage of the Westgate location, which has not only more respondents than the Downtown location, but more frequent usage in these rooms. Still, this information indicates that current limitations on individual patron usage is not an immediate concern for the success of the service.

Room	1-3	4-6	7-9	10-12
Meeting Room A	3		2	1
Meeting Room B	5	1		
Lamplighter	6			
Whiffletree	5	1		
Freespace	4			

Table 5. How many times have you used the following rooms? (Each row does not add to the 11 respondents, as not all patrons have used all rooms.) This is a combination of questions 12-16 on the survey, where patrons were asked to indicate how many times in a year they typically use the offered rooms at the AADL.

In hopes to better understand the satisfaction of patrons, four statements were provided with a likert scale to determine how they felt about these particular statements in regards to the reservation system. It would be hoped that each of these statements would get a response of "Satisfied" or "Extremely Satisfied," which requires further look at responses groups in the other direction. The following statements were assessed by survey respondents (see *Figure 11*):

• The library website allows me to easily set up a reservation.

Due to the fact that this was identified throughout the patron survey and mentioned by staff members as a pain point, it is not surprising to see the split indicated by respondents. While most respondents still indicate that this is a satisfactory portion of the service, it is almost an even split and issues with the website may cause problems for the continued success and popularity of the service.

- The library website allows me to find information about reservable rooms easily.

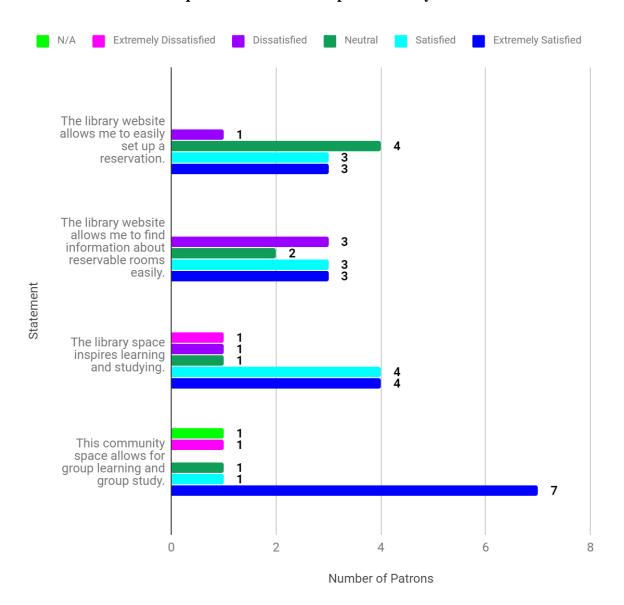
 In the same line as the first statement, the website and its accessibility is crucial for this service. The respondents, again, are split almost evenly on this statement as well, but more indicate being dissatisfied with information regarding the service being accessible. Easier accessibility of service information on the website should be a priority for the continued success of the service.
- *The library space inspires learning and studying.*

A majority of respondents agreed with this statement, which would be a goal for any library offering such a service, especially due to the activities most respondents identified using the service for. This also reiterates the point made by a staff member that this service reminds people that the library goes beyond just the physical collection, which is a mission goal of the AADL.

• This community space allows for group learning and group study.

With an indication that the room reservation service is mostly used for group activities, the overwhelming indication that respondents are "Extremely Satisfied" with the space fostering group learning and studying is a positive reflection of the service.

Figure 11. On a scale of 1 to 5, where 1 is Extremely Dissatisfied and 5 is Extremely Satisfied, please rate the following statements in accordance with your experience with this service. If you do not have experience with the service, please mark N/A. This is a combination of questions 17-20 on the patron survey.



Questions 21 and 22 on the patron survey were demographic ones, asking for gender and age, which was hoped to show that the sample taking the survey was representative of the overall patron population of the Ann Arbor District Library. Due to the relatively small turnout for this initial survey, this information is not included, as it is not a representative sample (see *Limitations*). Still, if used in future assessment of the service, it could help indicate that survey respondents are a representative sample of either reservation users or the AADL patron population (see *Action Plan*).

4) RESULT ASSESSMENT

From the implementation of this project, the development of a future evaluation plan can be determined (see *Action Plan*) and the following key findings were determined:

- Limitations on patron access to the service are not an issue.
- The availability of rooms is the largest issue among patrons.
- The online reservation system, through the AADL website, is a pain point.

By keeping these findings in mind, changes in the service, or additional evaluation can be considered to improve the service. Specifically, by addressing pain points in the website and potentially expanding the service, availability of the service will provide more access, which will increase patron use, an outcome outlined by this project. Addressing these issues will also increase patron satisfaction, another proposed outcome, as it will allow for more options by patrons and meet more of their meeting needs.

4.1 Limitations

In determining the actual utilization of these rooms, the inability to record walk-in or to track cancellations make it difficult. The lack of data over a long period of time, due to the relative newness of the service, also provides an inability to provide comparable data over a type of longitudinal study of the system. As the reservation system matures, this will be more feasible, and possibly lend more understanding to the utilization of the system itself. Still, tracking walk-in reservations will continuously pose limitations to the ability to analyze actual utilization due to the cumbersome and time consuming activities that would need to be taken to make these observations in an accurate way.

Using staff interviews for contextual inquiry was helpful to gather a fuller understanding of how the service works in the day of the library, but staff interviewed came only from the Westgate Branch. Due to the fact that the data from the 2018 reservations may indicate different utilization of the rooms, interviews from both branches may have allowed for more generalizable information. An interview from staff members at branches that do not currently offer this service in their location may have also led to some insight. These further interviews were not possible due to time constraints of the project, but could easily be incorporated in later evaluations of the system.

The largest limitation of this assessment was the response rate of the patron survey. While

this was hoped to show a representative sample of the Ann Arbor District Library patron population, the small response rate made it difficult to make generalizations about the service. This low response rate may have been due to the placement of the link on the website, which was on the reservation page instead of a higher traffic area, or due to the fact that the implementation

may not have been ideal for the reservation of rooms. Further analysis of this would need to be done to determine the reasoning, but this type of data may not be available to the AADL.

Another limitation, building from this, is the loss of being able to follow up on responses of patrons, due to the removal of the face-to-face interaction. Understanding the need to maintain the privacy of patrons, the ability to hold interviews was not possible, but creating personas and identifying community members to interview based on these profiles may have provided a deeper understanding of issues patrons may have with the service provided by their library. This may be an approach that could be used in later evaluation of the service (see *Alternative Methods*).

4.2 Alternative Methods

4.2.1 Observation

One method considered early in the project was scheduled observations of the rooms to understand utilization of the system in a regular day at the library. With considerations of patron privacy, this was quickly dismissed. Still, observations would have provided a fuller understanding of how the rooms are used outside of reserved hours and may have provided more context for utilization of the service. This option would have been extremely time consuming and difficult to schedule.

4.2.2 Patron Interviews

Interviewing patrons face-to-face would have allowed for lines of inquiry not possible in online surveys, such as the ability to ask for clarifications that many do not always make when responding in a survey. Again, due to the AADL's dedication to patron privacy, this method was not considered. Staff interviews were instead chosen, as staff are patrons and also have additional insight from their interactions with other patrons.

4.2.3 Personas

An alternative to patron interviews could have been persona development, but time constraints made this a difficult option. These personas, if interviews were possible, could have targeted specific groups to look at and identified a small number of patrons to interview in a contextual inquiry drive, much like that of the staff interviews used to develop the survey instrument used.

4.2.4 Usability Testing

Usability testing of the website navigation with patrons could have helped to identify specific interface issues that would have elaborated on those identified by staff interviews and patron surveys. Privacy concerns and time constraints, again, dismissed the ability to use this method, but approaching this in later evaluation could be extremely helpful to the AADL (see *Action Plan*).

5) ACTION PLAN

In the service's current form, from the data that has been gathered and analyzed, the reservation system seems to be functioning in its expected capacity within the AADL. With the understanding that the AADL would like to expand the service and the identification of certain pain points, the following are suggested to best address the issues and improve the service:

- An established evaluation plan to continue the success of the service.
- Usability testing to identify and remedy pain points on the website.
- Tailored data gathering to enhance data in a usable way.

5.1 Established Evaluation Plan

The most pertinent next step is to establish a plan for evaluating the service at regular intervals to ensure continued patron satisfaction, appropriate patron limitations, and expansion of the service. With a framework for this evaluation being the main focus of the completed project, tools established and implemented should be further developed and implemented at regular intervals to continue gathering information for this service. A proposed three year interval is being made, as to be able to have comparable data for a longitudinal understanding of the continued use of the room reservation system.

5.2 Usability Testing

With the website being identified as a major pain point by patrons, usability testing should be implemented to better the ease of access to this system. While staff are trained and capable of setting up reservations for patrons, easing the ability for the community to do this on their own may increase patron satisfaction. Throughout this usability testing, the abilities of fixing the reservation system through its current platform should be kept in mind, as not all suggestions may be possible in this way. If usability testing is successful, an iterative implementation to ensure continued ease of use for patrons may be considered, and could be folded into the established evaluation plan mentioned above.

5.3 Tailoring Data Gathering

To better understand utilization of the room reservation system, tailoring the data gathered by the system should be considered. This is also contingent on the abilities of the system, which may not be capable of being tailored in a way that will gather this information. Still, recording the time of reservation, not just the proposed reservation time, and cancellations is pertinent to providing more accurate information for future evaluation. Time of reservation recording would allow staff to best gauge when implementation of an evaluation cycle would

garner the best chance of representative responses. By recording cancellations, it would allow for a fuller, more accurate record of reservations used and not used. Without being able to logically record each use of the rooms without extensive daily observation, these two points of data would fill most of the gaps not provided in the current iteration of the system.

Strengths	Weaknesses
 Emphasizes the five core values of the library. Increase patron satisfaction. Increase usability. Increase equal access. Could lead to creative initiatives to improve the service. 	 Staff time constraints. Potential limitations to the system's ability to adapt in these ways. May not increase flexibility of service's use.
Opportunities	Thursday
Opportumes	Threats

Table 6. SWOT Analysis of Action Plan.

References

"About Us." Accessed 15 April 2019. https://aadl.org/about.

U.S. Census Bureau. "2017 Population Estimates." Accessed 15 April 2019, https://www.census.gov/search-results.html?q=ann+arbor%2C+mi+population&page= 1&stateGeo=none&searchtype=web&cssp=SERP&_charset_=UTF-8.

Appendix A: Staff Interview Protocol

Intro

My name is Kate Haines and I am a student at the University of Michigan's School of Information. I am working in partnership with the Ann Arbor District Library to assess the room reservation service that the Downtown and Westgate branches currently offer. It is my goal to speak with staff about their observations to better evaluate how the service operates, as the library is preparing to expand this service to other branches. One of the main goals of this assessment is to better understand when the procedures associated with this service need to be reevaluated and changed as the service continues.

I have just a few questions regarding this, and I plan to take up no more than 20 minutes of your time. Is that okay with you?

For my own personal use, can I record this conversation? This recording will be used only by me and be seen by no one else, but I will use it as a memory device as I continue my work. Following the completion of this project, all recordings and items associated with it (such as coded transcripts) will be destroyed. I will also provide no revealing information so that your identity will remain anonymous. Is this okay?

If at any point in time you feel uncomfortable or you wish to stop the recording, just let me know, and we can continue or stop at your own discretion. Is that okay?

Questions

- Have you interacted with Patrons regarding the AADL's room reservation system?
 - What are some of the things you have talked about with these patrons?
 - Can you tell me about a time that you talked with a patron about the reservation system?
- Could you tell me about a time when you answered a reference question regarding the free space offered to patrons at the AADL?
- Have you ever received complaints from patrons about the restrictions on the reservation system?
 - Could you tell me about one instance?
- Have you ever received compliments about this service?
 - Could you tell me about one instance?
- In your observations, are these rooms used for their reserved purposes?
 - Could you tell me about a time when a reservation did not show up?
 - Could you tell me about a time when reservations ended up "bumping up" on one another?

- Could you walk me through the procedures that staff have in regards to this reservation system?
- In your interactions with patrons, have you informed them about available spaces in other AADL areas?
 - o Could you tell me about one instance?
 - Are the rooms used during this time even if not by the ones who reserved them?
 - Could you tell me about a time that this happened?
- Could you describe your observations about the room usage, such as amount of usage, not what is going on in the rooms?
- Have you encountered issues with this service?
 - Could you tell me about a time this happened?
- In your observations, do you think the service is helpful?
 - Could you explain this?
- Is there anything else you would like to share with me?

Closing

Thank you again for your time. I really appreciate the information you have provided for me. If there is anything else you think of that may be relevant, please feel free to contact me at kmhaines@umich.edu. If there are particular quotes from your interview that I may be interested in using, I will contact you before providing them in any reports. If you are not comfortable in these being put into the report, please let me know, and I will not include them. Again, your words would remain anonymous, but it is your choice on whether they will be included.

Do you have any questions for me?

Again, thank you for your time and help in this project.

Appendix B: Patron Survey

Room Booking Service User Survey In hopes to better understand patron perceptions of the AADL's Room Booking Service, this survey will be used to gather information about how the rooms are used and how patrons feel about them so that AADL can make future decisions about continuing and expanding the service. This survey is part of a larger assessment project being completed for a course at UMSI in partnership with the AADL. * Required **Knowledge of Service** The AADL offers a Room Booking Service at its Downtown and Westgate locations for patrons to book rooms for free at the libraries for their own use. This can be done on the website, at the library location itself (with the help of staff), or in-person on the day of booking, by writing in your name during free time slots. Every library card account can book each of the 5 rooms up to 12 times a piece during a 365-day period. Have you used the Room Bookings service at the AADL? * O Yes O No How did you find out about the Room Bookings service at the AADL? * Your answer Experience with the Service Do you find the Room Bookings service helpful? * Yes O No

Can you explain, in detail, about a time in which the Room Bookings Service was helpful for you?
Your answer
Have you ever had issues with the Room Bookings service? *
) Yes
) No
yes, can you write about this experience in detail?
pom Use
ave you used the service mostly for group or individual work?
ave you used the service mostly for group or individual work? Individual
Have you used the service mostly for group or individual work? Individual Group
) Individual
Individual Group I have not used this service.
) Individual) Group) I have not used this service.
) Individual) Group) I have not used this service. t which location(s) have you used this service *
Individual Group I have not used this service. It which location(s) have you used this service * Downtown

What kinds of activities do you use this service for? (Choose all that apply) *	
Study	
Business	
☐ Meetings	
Group Activities	
Community Building	
☐ I have not used this service.	
Other:	
Would you be more likely to use this service more if offered at other locations? *	
○ Yes	
○ No	
O Maybe	
Could you explain why this would be?	
Your answer	

Use of Individual Rooms. Please choose the option that best describes the number of times you have used each room in the last 365 days. Meeting Room A (Westgate) * O 1-3 0 4-6 7-9 0 10-12 I have not used this room. Meeting Room B (Westgate) * 0 1-3 0 4-6 7-9 0 10-12 I have not used this room. Lamplighter (Downtown) * 0 1-3 O 4-6 7-9 0 10-12 I have not used this room.

Whiffletree (Downtown) *	
O 1-3	
O 4-6	
O 7-9	
O 10-12	
I have not used this room.	
Freespace (Downtown) *	
O 12	
O 1-3	
O 1-3 O 4-6	
O 4-6	
○ 4-6○ 7-9	

On a scale of 1 to 5, where 1 is Extremely Dissatisfied and 5 is Extremely Satisfied, please rate the following statements in accordance with your experience with the service. If you do not have experience with the service, please mark N/A. *

·	N/A	Extremely Disagree	Disagree	Neutral	Agree	Extremely Agree
The library website allows me to easily set up a reservation.	0	0	0	0	0	0
The library website allows me to find information about reservable rooms easily.	0	0	0	0	0	0
The library space inspires learning and studying.	0	0	0	0	0	0
The community space allows for group learning and group study.	0	0	0	0	0	0

Demo	graphic Information
What i	s your gender? *
○ Fer	nale
O Ma	le
O No	n-Binary
O Pre	fer Not to Say
Oth	er:
Age *	
0-1	8
O 19-	25
O 26-	44
O 45-	64
O 654	-
SUBM	
Never sub	mit passwords through Google Forms.
	This form was created inside of University of Michigan. <u>Report Abuse</u> - <u>Terms of Service</u>
	Google Forms

Appendix C: 2018 Reservation Data Pivot Tables

Count of Patron Usage	Column Labels					
Row Labels	а	b	lamp	whiffle	free	Grand Total
01b7a1aa9659d6f3ecdf5bf45a61db44	2	1				3
01cb93bb3c400375eec4d07f224f7ce4	1	3				4
01f79d278b5e1e64e32c923caa6d3e1a		1				1
01fd5de558b2b09814c5d95d945745e6		3				3
0391dafa1d6691fee1962c7199917622	1	6				7
03cf52270a6e324acb5f1b1b84045ff3	1					1
03d9578973ab5836068abe6ddd01bbe5	8	2				10
03ee357b9276ae9621d63395c967b232		4				4
049c93ec1b6df19d9c51aec5e90e66d5	3					3
04cc915fd2a947a00d1eea7c77989e6a	1	1				2
04d10a1ab29bec859c5e5c55cf978d58	1	1				2
04f353e3b24e690cde47d97ab3341863	1			1	1	3
04fdfbfde76bc92605d54d378ec2d820	7	1				8
0543e269c661a2a335183fa372495324			1			1

05bb35f75648e36f1c10e54e0d3b8045	1					1
05f88e18df77b24c39669e4165c29f93	2					2
065ee856ace82c0279751dfb7619efed	6			1		7
066ea71ae1b3bd1a4cdefaaa51a0d324	1					1
0678352e7b5e21423f1b41a0048d8e04	1					1
07758dd891c368c5a273efdadec26a44		1				1
0781c3efe1c11641b573ea2c4b4b320e	1					1
07ee3202e5d0a16bd6bf154d65417679	1					1
08069d7acb550b8d4be44e18c92fc4f2	1	3				4
0825803d91d9c1a29ab74c17a113a0a2	1	2				3
091161bdf0a9bad650cdcea33ca7455c	1					1
091f6880da43f6b5b16ead191034fa6d	1	1				2
095110821369535486d8b47283fe8767	3					3
09c375d8002e94e66a02f6d0136b47b3	1	1				2
09e9b5858d177eb4f4bf96f1c2cbe066					1	1
0a11ad76fdcd77d77230d55b676faf37	2	1				3
0acd80c0b0185a830d7d651635123879			1	1		2

0adb7a042803bf3a4e3912b932d88fe4	1				1
0b31cb7f113c9d66ec1256a6335d5426				1	1
0c1a308ec135fdc136db51c5b035b16b			2		2
0c3d4d518d2b856707d15a92da5e36ec	1				1
0e9f2741f3bac86940e11bb4f30672de				7	7
0eed11fe5e9faeade80c880dfdc8117a	4				4
0f1a1c2a18fd9c1d1af370c25dbea2a1	2		1		3
0f1d656dc081ac4540d1c03b2e86707e			1		1
0f270c14131b01f7eaae00af193d2e12			12		12
0f7709a895bb63d775a6e50ed1a2fd16	1	2			3
10aab20985ac7516245499c2d73a8895		4	2	1	7
10b191abf5100742a1c030bd5eeb6350	11	7			18
11104c4ebadba9a8e78c9f1efc854ac6	7				7
11fd42b255519f51e52dc2d465b986ac	2	1	1		4
12596e3a34d4d58f578912b24ca36757			1		1
128f200110cda8e3aa43dd0bcdfd4946	5	3			8
12ec1a8fce1a7d23b8310f1acc499b21	12	1	1		14

138b045e4023054d0b4039b6c249448 2	1	2				3
13b47eae647bfa1379e29f91a96a0057		1				1
13c866b28893a471e6b30ce77b7ad87f	6	1				7
13e062ac75060990a6343b7e69305048	10	11				21
1403987475698bd963c9d868657e2c3f	1	1				2
14add136e488789391b78053bac91b2e	1					1
14c614adbf7c90f710290bf71543a341	1	1				2
157484322385fcc1580294b7f4ab4e6b		1				1
15b9554945ffd332fa12b49b7a97e2ac	3	2				5
15d0be66e2f59c5310d59b4e209c9f6a				1		1
162dec5a80c8ae0cdf455a948e44a0fd			1			1
165a7353228902f7751bb2dbb0b49330			3	2		5
1679e64b1adbbabd41d2c6591e2f8069					1	1
16d94314f6b470efd293cf8bb98b1685	3					3
185c0e350748ed7a5b9ed77695d5a449		1				1
18ae1c2ef557711b12fefd883502ce19	1	1				2
1949a1d45d54d4fb88483abd23130bfa	1		1			2

1a4e658b72e87818c56482a43903c760	2					2
1a5068e587dd186f6e3529ae9fab46d3		1				1
1a6444830fabab269d9059aa03736e1d			1			1
1af534a9509fdedcc3519476790063c8	1					1
1b7af674d0a9c816d6710bfc0b593e03					12	12
1b91be5260621bcf9d69021e3a878ac8			1		1	2
1ba4a8dcf6f312d1f56409e446ca21c2		1				1
1c01deb00fa49a369a05508ddb0e379d	3					3
1c9e2d3b4bc6e43274f0414d887566af	2	2				4
1cd155687d0e528f60af5dd3bc0575bd	2					2
1d10422316f7db494f8b0ce14efae653			1			1
1d28fd22e86e938fa3e0bb841dd96a71	1			1		2
1d32992a7ac34da691f477cf0d569e42			2	4		6
1d3ab7283ab093843b85286eb404b063			1			1
1d3cbf320c3a89648f41850df80cf0d4		1	3	2		6
1d6f17d44f92f1447bfbd911039c9b2c				6		6
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