



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2011 - JUNE 30, 2012
Deadline: July 13, 2012**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library
Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	4,738	Hours	95,990.2	X	\$21.79	=	\$2,091,626.46
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Types of work performed by GENERAL VOLUNTEERS in this category:

Performing clerical work, assisting with branch events, shelving books, participating in Friends of the Library groups, reading to children, helping students with homework.

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b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camps, inmates, PIC/RETC, GAIN, etc.)

No. of Vol.	10	Hours	818	X	\$21.79	=	\$17,824.22
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Performing clerical work, sorting books for delivery to branches, hauling boxes of books, shelving.

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
Attorney	602		\$150.00		\$90,300.00
Financial Consultant	1,494		\$43.16		\$64,481.04
Housing Counselor	750.5		\$22.68		\$17,021.34
Instructor	3,888.75		\$55.00		\$213,881.25
Instructor Citizenship	387		\$34.38		\$13,305.06
Instructor Language	2,904.75		\$38.03		\$110,467.64
Librarian	907.75		\$28.42		\$25,798.26
Literacy Tutor	10,627.5		\$40.00		\$425,100.00
Musician	18		\$46.78		\$842.04
Physician	88		\$83.91		\$7,384.08
Therapy Dog Handler	603		\$21.79		\$13,139.37

No. of Vol.	756	Total Hours	22,271.25	Total Value	\$981,720.08
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Instructors provide a wide variety of workshops for customers on topics ranging from English as a Second Language to parenting to computer applications and yoga. Financial consultants, counselors and attorneys bring their expertise in advising library users on housing, retirement, investment and budgeting. Library school students and retired librarians lead book clubs, assist with programs and assist customers at help desks. Volunteers with L.E.A.R.N., the library's literacy program serve as tutors for English speakers who read below the 5th grade level, as well as new immigrants learning English.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>4,738</u>	<u>95,990.2</u>	<u>\$2,091,626.46</u>

2b.	10	818	\$17,824.22
2c.	756	22,271.25	\$981,720.08

Total Vol.	5,504	Hours	119,079	Total Value =	\$3,091,170.76
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: n/a	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours 1,502 X Rate \$30.00 = \$45,060.00

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 2,350.02 X Rate \$30.00 = \$70,500.60

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Branch volunteer recognition events	\$3,000.00

TOTAL OF OTHER PROGRAM COSTS = \$3,000.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$118,560.60
 (add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$3,091,170.76
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$118,560.60

TOTAL PROGRAM BENEFIT

\$2,972,610.16

6. RECRUITING:

Please describe your recruiting programs:

VolunteerMarch database (supported by California State Library); Media releases for specific volunteer needs; County Television Network is producing a volunteer recruitment video for the website; ads in Book Page; Library staff encouraging potential customers to get involved as volunteers.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

San Diego County Library forwarded nine outstanding Volunteers of the Year to the Board of Supervisors Volunteer Appreciation event; Staff at all branches were provided volunteer training in Fall 2011. As a result staff are recording previously unrecognized volunteer service, including free performers, one day service projects and more; L.E.A.R.N. staff recruited additional volunteers to teach Citizenship classes, increasing the number of customers served by 30%, or more than 500; Volunteer Joel Harris started offering a weekly art class for special needs adults at the Solana Beach branch.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2012-13:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

San Diego County Library plans to maintain high numbers of volunteers at most branches, increasing at those branches where in most need of assistance; to work with Aging and Independence Services Retired Senior Volunteer Program to develop intergenerational volunteering opportunities; to recognize volunteers with special events throughout the year, as well as in the County's Volunteer of the Year and Volunteer of the Month ceremonies.

9. GENERAL INFORMATION:

Name of person completing report: Jennifer Lawson
Phone: 858-694-2435 Mail Stop: O70 E-Mail: jennifer.lawson1@sdcou

Volunteer Coordinator: _____
Phone: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/13/12
DATE