



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM**  
 COUNTY OF SAN DIEGO  
 PERIOD JULY 1, 2015 - JUNE 30, 2016  
 Deadline: July 15, 2016

2016 JUL 18 PM 3 18

**1. DEPARTMENT INFORMATION:**

CLERK OF SUPERIOR COURT  
OF SAN DIEGO

Department: Library  
 Division/Unit: \_\_\_\_\_

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	4,920	Hours	111,578	X	\$23.56	=	\$2,628,777.68
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Types of work performed by GENERAL VOLUNTEERS in this category:

General volunteers perform a variety of tasks which include: clerical work, assisting with branch events, shelving books and materials, participating in Friends of the Library groups, reading to children, helping students with homework.

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

No. of Vol.	1	Hours	40	X	\$23.56	=	\$942.40
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Institutional volunteers perform work which includes: Clerical work, sorting books and materials for delivery to branches, hauling boxes of books, and 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	12		\$67.04		\$804.48
Financial Consultant	227		\$64.60		\$14,664.20
Housing Counselor	16		\$23.22		\$371.52
Instructor	5527		\$22.95		\$126,844.65
Instructor Citizenship	977		\$31.43		\$30,707.11
Instructor Language	3850		\$28.93		\$111,380.50
Librarian	205		\$32.91		\$6,746.55
Literacy	10955		\$34.29		\$375,646.95
Musician	142		\$24.85		\$3,528.70
Physician	544		\$108.13		\$58,822.72
Therapy Dog Handler	576		\$24.35		\$14,025.60

No. of Vol.	651	Total Hours	23,028	Total Value =	<b>\$743,542.98</b>
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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 such as English as a Second Language, parenting skills, 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.	4,920	111578	\$2,628,777.68

2b.	1	40	\$942.40
2c.	651	23,028	\$743,542.98

<b>Total Vol.</b>	<b>5,572 Hours</b>	<b>134,646</b>	<b>Total Value =</b>	<b>\$3,373,263.06</b>
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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  X Rate  =

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  X Rate  =

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

<u>Item</u>	<u>Cost</u>
Recognition Events	\$3,300.00

**TOTAL OF OTHER PROGRAM COSTS =**

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

**\$142,170.00**

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$3,373,263.06</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$142,170.00</u>

**TOTAL PROGRAM BENEFIT**

**\$3,231,093.06**

**6. RECRUITING:**

Please describe your recruiting programs:

VolunteerMatch database (supported by California State Library); Media releases for specific volunteer needs; online Application at four sites accompanied with a County Television Network produced volunteer recruitment video; ads in Book Page; Library staff encouraging potential customers to get involved as volunteers and in-branch volunteer program advertising. We will seek opportunities to partner with other county departments, so that county volunteers who have already on board, are provided with more opportunities to share their expertise at different sites.

**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 has continued piloting an online volunteer application at four branch locations using Neogov. This has helped streamline volunteer processing and hiring. This year, we opened up the application to two additional sites. In addition, the library had the honor of recognizing 6 Volunteers of the Year during Volunteer Appreciation month and 1 Volunteers of the Month throughout the year.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2016-17:**

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

The San Diego County Library will evaluate the pilot program of accepting online volunteer applications, in an effort to streamline services and expedite volunteer processing timelines.

**9. GENERAL INFORMATION:**

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**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7/15/14  
DATE