



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2017 - JUNE 30, 2018
Deadline: July 13, 2018**

COUNTY OF SAN DIEGO
2018 JUL 13 PM 4:04
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: CSG Library

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	3,752	Hours	152764.55	X	\$24.69	=	\$3,771,756.74
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Types of work performed by GENERAL VOLUNTEERS in this category:

General volunteers performs 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.	224	Hours	3758.5	X	\$24.69	=	\$92,797.37
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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	229		\$73.79		\$16,897.91
Financial Consultant	56.5		\$64.13		\$3,623.35
Housing Counselor	52		\$26.40		\$1,372.80
Instructor	3759		\$21.30		\$80,066.70
Instructor Citizenship	1385		\$36.61		\$50,704.85
Instructor Language	2360		\$36.61		\$86,399.60
Librarian	0				\$0.00
Literacy	16001		\$36.61		\$585,796.61
Musician	201		\$33.31		\$6,695.31
Physician	174		\$110.00		\$19,140.00
Therapy Dog Handler	409.5		\$30.95		\$12,674.03
No. of Vol.	474	Total Hours	24,290	Total Value =	\$841,477.10

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. Volunteers with L.E.A.R.N, the libraries literacy program, serve as tutors for English speakers how 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.	3,752	152764.55	\$3,771,756.74

2b.	224	3758.5	\$92,797.37
2c.	474	24,290	\$841,477.10

Total Vol.	4,450	Hours	180,813	Total Value =	\$4,706,031.20
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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:	Value:
Item Donated:	Value:
Item Donated:	Value:
Item Donated:	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 **3498.5** X Rate **\$30.00** = **\$104,955.00**

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 **2555** X Rate **\$30.00** = **\$76,650.00**

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

<u>Item</u>	<u>Cost</u>
Recognition Events	\$3,000.00
TOTAL OF OTHER PROGRAM COSTS	\$3,000.00

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

=

\$184,605.00

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)

\$4,706,031.20

b. Total of Donations to Volunteer Program, Item 3 (Page 2)

\$0.00

c. Subtract Total of Program Costs, Item 4d (Page 3)

\$184,605.00

TOTAL PROGRAM BENEFIT

\$4,521,426.20

6. RECRUITING:

Please describe your recruiting programs:

Volunteer Match 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 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:

The library had the honor of recognizing 5 Volunteer of the year during volunteer appreciation month and 1 Volunteer of the month throughout the year.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2018-19:

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

The library looks forward to the new county wide volunteer management system to roll out successfully during FY 18/19. The new volunteer management system will enhance our volunteer process by matching the needs of the library and the volunteer, creating an efficient process and increase the number of volunteers.

9. GENERAL INFORMATION:

Name of person completing report: Leonida Bautista
Phone: 858-694-2645 Mail Stop: O 70 E-Mail: lea.bautista@sdcounty.c
Volunteer Coordinator: Same as above
Phone: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7-12-18
DATE