



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2019 - JUNE 30, 2020  
Deadline: July 17, 2020**

**1. DEPARTMENT INFORMATION:**

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.	1,485	Hours	79890	X	\$29.95	=	\$2,392,705.50
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Types of work performed by GENERAL VOLUNTEERS in this category:

General volunteers help with: clerical work, branch events, shelving, paging list, program assistant, outreach, assist with storytime, help students with homework, fundraising and FOL bookstore.

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

No. of Vol.	3	Hours	32	X	\$29.95	=	\$958.40
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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	147		83.64		\$12,295.08
Financial Consultant	346		56.58		\$19,576.68
Housing Counselor	94		\$26.51		\$2,491.94
Instructor	2544		\$24.61		\$62,607.84
Instructor Citizenship	800		\$41.16		\$32,928.00
Instructor Language	2073		\$41.16		\$85,324.68
Librarian	362		\$37.81		\$13,687.22
Literacy	147		\$41.16		\$6,050.52
Musician	90		\$45.57		\$4,101.30
Physician	149		\$101.03		\$15,053.47
Therapy Dog Handler	256		\$33.73		\$8,634.88

No. of Vol.	332	Total Hours	7,008	Total Value =	<b>\$230,879.85</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. Volunteers with L.E.A.R.N, the libraries literacy program. serve as tutors for English speakers that 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.	1,485	79890	\$2,392,705.50
2b.	3	32	\$958.40
2c.	332	7,008	\$230,879.85

<b>Total Vol.</b>	<b>1,820</b>	<b>Hours</b>	<b>86,930</b>	<b>Total Value =</b>	<b>\$2,624,543.75</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: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

<b>TOTAL VALUE =</b>	<b>\$0.00</b>
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**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	1592	X	Rate	\$25.63	=	\$40,802.96
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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	1138	X	Rate	\$25.63	=	\$29,166.94
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS = \$3,000.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$72,969.90  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<b>\$2,624,543.75</b>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<b>\$0.00</b>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<b>\$72,969.90</b>

**TOTAL PROGRAM BENEFIT** **\$2,551,573.85**

**6. RECRUITING:**

Please describe your recruiting programs:

Library staff encourage potential customers to get involved as volunteers and in branch volunteer program advertising in addition to county online website, Volunteer Management System, media releases for specific volunteer needs and onsite applications at community events and job fairs. We seek opportunities to partner with other county departments, so that county volunteers who are already on board are provided with more opportunities to share their expertise at different locations.

**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 4 Volunteers of the Year .

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2019-20:**

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

The library continues to roll out the new county wide volunteer management system. The VMS will enhance out Volunteer process by matching the needs of the library with the volunteer skills and desires

**9. GENERAL INFORMATION:**

Name of person completing report: Renuka Pottathil  
Phone: 858-694-2429 Mail Stop: o-70 E-Mail: [Renuka.Pottathil@sdcou](mailto:Renuka.Pottathil@sdcou)  
Volunteer Coordinator: Same as abaove  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**



7-14-20

**DEPARTMENT HEAD SIGNATURE**

**DATE**