

## Volunteer Needs Assessment

### Your Name and Department

\* 1. Name:

\* 2. Department

- Administration
- Community Relations
- Materials
- Programming
- Public Service

## Volunteer Needs Assessment

### Prioritizing Returning Roles

**Role descriptions, for reference:**

- **Adopt-A-Shelf - unscheduled (could be changed to scheduled); tidy assigned shelves.**
- **Clean Team - scheduled or unscheduled; groups or individuals; clean the Library.**
- **Concierge - scheduled; greet and direct patrons.**
- **Inventory - unscheduled (could be changed to scheduled); inventory materials on the shelves.**
- **Materials Assistant - scheduled; process discarded materials.**
- **Media Maintenance - scheduled; shelve and tidy media shelves.**
- **Sorter Room Assistant - scheduled; process materials on the sorter.**

\* 3. What are the **top three** volunteer roles you think the Library should prioritize bringing back?

- Adopt-A-Shelf
- Clean Team
- Concierge
- Inventory
- Materials Assistant
- Media Maintenance
- Sorter Room Assistant

\* 4. Of the roles you checked above, which one do you believe the Library should prioritize bringing back next?

5. Of the roles you checked above, is there any information you want us to keep in mind as we look at resuming these roles?

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### New Roles for Pandemic Times

6. In what new ways could volunteers be supporting the Library during our current phase of reopening (Phase 1)? In other words, where could the Library use the most help right now?

- Roles could meet operational or strategic needs.
- Roles could be done in the Library or remotely.

7. In what new ways might volunteers be able to support your department, specifically, during our current phase of reopening (Phase 1)? In other words, where could your department use the most help right now?

- Roles could meet operational or strategic needs.
- Roles could be done in the Library or remotely.

8. What additional services would you like to see the Library provide to the community during this time?

9. What would your staff say is overwhelming to them at this time?

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### Looking Ahead

10. Considering the Library's overall strategic priorities (literacy, access, inclusion), how do you foresee volunteers assisting the Library in meeting those goals over the next year? Two years?

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### Thank You!

\* 11. We're interested in chatting with you one-on-one to dive into further detail on your answers, address any of your questions, or talk about whatever else is on your mind regarding volunteers. Would you like us to reach out to schedule a video chat?

Yes

No

12. Thank you for your time and thoughtful responses.

Please let us know if there is anything else on your mind pertaining to volunteers or this survey.