

Get Involved Library Benefits Worksheet

Library _____

Person Completing this Form Name: _____ Email: _____

MEASURING VOLUNTEER VALUE

Library Volunteer Hours this Year _____ Increase Over Previous Year? No ___ Yes ___ % ___

of Volunteer Hours x Value of Volunteer Hour* (\$29.09 for CA in 2017) = \$ _____

*<https://independentsector.org/value-of-volunteer-time-2018/>

Return On Investment (ROI): (You can get a worksheet here: <http://volpro.net/volunteer-roi/>)

1. Calculate Program Costs: List and total all costs for your volunteer engagement service, including but not limited to: staff time assigned (remember, if it's 25% of a full-time person, use just 25% of the salary); staff benefits (again, based on % time of staff assigned); office supplies; travel costs; training; recognition expenses; etc.
2. Calculate Volunteer Value: Take the volunteer hours (total) for the year and multiply by the value of volunteer time figure (above).
3. Calculate ROI: Subtract Program Costs from Volunteer Value, then divide that by the Program Costs. (ROI = (volunteer value – program cost) / program cost. (i.e., for every dollar invested in the volunteer program, \$_____ was returned)

HOW WE USE VOLUNTEERS – SUCCESS STORIES

We use volunteers in the following positions at the library:

Our favorite story about how library volunteers make a difference in the community is:

Our best example of a skilled volunteer position is:

Without volunteers, the following library services/programs would be decreased or lost:

Engaging volunteers for the library is important to us because: *(check all that apply)*

- They get work done
- They bring specialized skills
- They help us expand or enhance programs
- Frees up staff time to do other things
- Helps us gain community connections
- They bring new energy and ideas
- They often become strong library supporters
- They become donors
- Other: _____

HOW WE ORGANIZE OUR VOLUNTEER RECRUITMENT

Our Library has our Central Library and ___ # Branches

Our Library uses ___# VolunteerMatch Accounts (20-mile radius search for each account)

If the state library stopped paying for our VolunteerMatch accounts, our library would pay for them.
(\$99 per year per account) ___ Yes ___ No ___ Not Sure

Our library manages its volunteer recruitment like this: (check all that apply)

- All volunteer referrals go to one central person or office
- Each Branch does its own recruitment
- Individual Departments do their own recruitment (i.e., Teen Services, Literacy, etc.)
- We also help with recruitment for Library Friends and/or Foundation
- We have volunteers who help with various aspects of the volunteer engagement program.
(Examples?)

Other notes/thoughts to share for library director statement of support for volunteer engagement?

Sample infographic



Template 1



Template 2

THE IMPORTANCE OF VOLUNTEERS

Adults & teen volunteers 

Hours served 

Representing over  in library savings  For every \$1 invested  was returned

HOW WE USE VOLUNTEERS AT THE LIBRARY:

WITHOUT VOLUNTEERS, THESE PROGRAMS WOULD BE DECREASED OR LOST:


IN THEIR OWN WORDS:


 How much we appreciate our volunteers!

Template 3

THE IMPORTANCE OF VOLUNTEERS

Adults & teen volunteers 

Hours served 

Representing over  in library savings  For every \$1 invested  was returned

HOW WE USE VOLUNTEERS AT THE LIBRARY:

BEST EXAMPLE OF A SKILLED VOLUNTEER POSITION:

WITHOUT VOLUNTEERS, THESE PROGRAMS WOULD BE DECREASED OR LOST:

 How much we appreciate our volunteers!