**Library Volunteer Leaders - Notes**

**5-26-21 1:30 EST**

**Host: Wendy Johnson, Indianapolis Public Library**

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Hello, Friends –

We took a break from the handbook this week to discuss some of the new tools that we’ve discovered during the past year. Most are free, but all of them have helped to improve our workflow and communications.

As doors are opening across the country, we are beginning to look outside our walls at partnerships. You’ll find a short list below of ideas to help you get started thinking.

Save the date for our first guest speaker on June 23, Jasmine Rodriguez will be presenting on Gen Z.

Enjoy the holiday!

Wendy J

Meetings will be held every Wednesday at 1:30 EST for an hour until further notice. We’ll use the same Zoom link each week. Please share the link with fellow library volunteer leaders…**the more smart people the better**.

Zoom:  <https://us02web.zoom.us/j/85199850785?pwd=WHorb3h2ckgvZjhZT1BOVWxEMzhlZz09>

Access Code: Volunteer

**Topics Discussed**

**Save the date**

We have two Guest speakers lined up!

* Jasmine Rodriguez – Gen Z – June 23
* Amber Loveless, Queens PL – Teen Volunteers – watch the recorded presentation, then join in the discussion in July

**Cool Tools**

* Jamboard – a Google app letting you create a shared sticky note wall.
* Acuity Scheduling, <https://www.acuityscheduling.com/>, share calendar availability – great for setting up volunteer interviews.
* Pixabay – copyright free pictures and video
* Canva – pictures and design tool
* Flash Alert – text or email to groups – like branch delays or closures – approximately $.20 pre user
* Unsplash.com – copyright free pictures and video
* Google forms – for post-program surveys
* WhenToWork – scheduling with an up to date calendar
* Sign-up Genius – volunteer event scheduling
* Google sites –mini website as a volunteer hub for resources – tracking progress for projects

**Partnerships**

* Tie a program topic with a partner: cooking program with spice shop
* Chamber of Commerce
* Local Bar for Adult Science Nights – Library took hands-on science experiment that folks could take home with them
* Educational institutions (school, colleges, tech schools)
* A branch has a small garden plot and partered with a community food bank. Volunteers from both place care for the garden and the harvest goes to the good bank.
* Adopt-a-Branch – a small bank branch and library branch had a year-long partnership. Bank staff would swing by the library on work time and work off of a job list. Taking stuffed animals to laundry mat, dusting shelves, assembling craft kits, shelve reading, washing board books, organizing community bulletin board, etc.

**Bonus:**

* Closed captioning volunteer opportunity: - <https://getinvolvedclearinghouse.org/position-descriptions/closed-captioning-volunteer-cedar-rapids-ia>. Also check GetInvolved for Austin’s plan.

**Training Opportunities**

* Thursday, June 3 – No “One Right Way:” Creating New Systems for Volunteer

Engagement -- 10 am – 11 am Pacific time, free

Register here: <https://attendee.gotowebinar.com/register/2124039175063372557>

* Thursday, June 10, 11:30 am- 1 pm PST, Let’s Get Ready to Roll! Finding your hidden volunteer opportunities with Rebecca Hand. Presented by DOVIA Sacramento, Free/$25donation. <http://www.doviasacramento.org/event-4309556>
* Points of Light Conference, [Registration is open](https://events.bizzabo.com/297882?utm_medium=email&utm_content=119715489&utm_source=hs_email). July 14-16, virtual. Early bird $99 through April 30.
* CCVA 2021 Global Leaders of Volunteers Speaker Series, <https://cvacert.org/2021-global-leaders-of-volunteers-speakers-series/>

**On-going Educational Resources**

* Recording: "Volunteer Surveys: How to Gather Meaningful Data" webinar at <https://www.texasvmc.org/webinars/>
* Volgistics National Peer Group – on-line – 2nd Tuesday of the Month – free!

FMI contact Jessica Link, [linkj@crlibrary.org](mailto:linkj@crlibrary.org). Recordings are available after you sign a release.

* Join the GetInvolved list serve by emailing Carla, [clehn@califa.org](mailto:clehn@califa.org). Fabulous resource with samples, current news & updates.
* VolunteerMatch. Free sessions on many of the topics we discuss in this group.: <https://learn.volunteermatch.org/>
* Nebraska Library Commission – Ncampass Live – upcoming and recorded weekly sessions. Some volunteer focused. <http://www.nlc.state.ne.us/NCompassLive/index.asp?menu2>

**Future Topics**

* Handbook section by section – Next up: Diversity Statement
* How to scope a volunteer project
* Working with AmeriCorps/Vista
* Better Impact and other volunteer databases
* Opportunities without on-boarding barriers? Pop-up volunteering.
* Teen Advisories / Summer Program
* Circle Back for updates:
  + University of North Carolina – Charlotte (UNCC) Class Project Update – Chauna
  + Our leadership role, what new things are we doing? Resources to share?

**Written Volunteer Policies/Handbook or Manual**

Identify which of the volunteer policies the agency maintains (check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Included** | **Not Included** | **Not Necessary** |
| Abuse/Neglect policy (boundaries, gifts) |  |  |  |
| ADA compliance statement |  |  |  |
| Code of conduct (dress code, concealed weapons, non-smoking, cell phone use, and non-evangelizing policies, etc.) |  |  |  |
| Confidentiality statement (including HIPAA) |  |  |  |
| Conflict of interest |  |  |  |
| Diversity statement |  |  |  |
| Drug free workplace |  |  |  |
| Emergency preparedness response plan (fire, weather, disaster, etc.) |  |  |  |
| Equal opportunity employer |  |  |  |
| Evaluation |  |  |  |
| Expense & reimbursement policy |  |  |  |
| FAQs |  |  |  |
| Food handling policy |  |  |  |
| Grievance procedure |  |  |  |
| Harassment and discrimination policy |  |  |  |
| Hold harmless agreement |  |  |  |
| Mission & service overview |  |  |  |
| Organization history |  |  |  |
| Orientation & training requirements |  |  |  |
| Photo release |  |  |  |
| Position descriptions |  |  |  |
| Recognition |  |  |  |
| Roles & responsibilities of staff volunteer supervisors |  |  |  |
| Safety training & use of organizational property (computers, vehicles, etc.) |  |  |  |
| Screening Requirements (incl. background check & health screening) |  |  |  |
| Social media policy |  |  |  |
| Staff structure & contact information |  |  |  |
| Statement as to the role of volunteers |  |  |  |
| Time tracking & attendance |  |  |  |
| Volunteer rights & responsibilities statement |  |  |  |
| FAQs |  |  |  |
| Other: |  |  |  |