

DEPARTMENT: Library

BY: Maurie Hoekstra

PHONE: 966-2140

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No \_\_\_)

Grant authority to the Library to retain volunteers on an as-needed basis

The Library has used volunteers in the past on an informal basis and is frequently approached by potential volunteers. We wish to formalize the procedure and have a mechanism in place to expand the use of volunteers and address any concerns regarding that use.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors has in the past approved use of volunteers on a case-by-case basis upon request by Department Heads.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- 1) Without the services of volunteers the level of service would be reduced.
- 2) Volunteers want to give something back to the community in which they live. If authority was not granted to use volunteers, this would send a negative message to community members saying we do not value their services.

COSTS: ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

SOURCE: ( ) 2/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, \_\_\_\_\_

If approved: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S USE ONLY:

Res. No. 94-29

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Signature Order Attached: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda is:

Recommended

Not Recommended

For Study/Information

Subject for Comment

Requires Further Action

Signature: \_\_\_\_\_

*(Handwritten signature)*

MARIPOSA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

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TO: MAURIE HOEKSTRA, LIBRARIAN  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*  
SUBJECT: USE OF VOLUNTEERS

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  
ADOPTED THIS Order on January 25, 1994

ACTION AND VOTE:

9:15 a.m. Maurie Hoekstra, Librarian;  
Resolution Granting Authority to the Library to Retain  
Volunteers on an As-Needed Basis  
BOARD ACTION: Maurie presented an update on library  
activities, circulation, and presented request relative to  
use of volunteers. (M)Erickson, (S)Balmain, Res. 94-29  
adopted approving request to retain volunteers for the  
Library, with direction that the volunteers are not covered  
by workers compensation insurance/Ayes: Unanimous.

cc: Jeff Green, County Counsel  
Ken Hawkins, Auditor  
File

## Use of volunteers in the Mariposa Library

### Benefits

The use of volunteers in library service is an historical tradition. Volunteers care deeply about their community and want to have an opportunity to provide a service that reflects that level of caring. Volunteers allow the Library to provide a higher level of service to the community than financial circumstances would otherwise allow.

Volunteers bring to the Library different outlooks, skills and added talents. They take back to the community a deeper understanding of the Library's central role in the educational, cultural and recreational life of the community. Volunteers provide the Library valuable public relations and advocacy.

### Duties of volunteers

#### Enhancement

Provide services not otherwise funded, making use of an individual's particular talents, experience or training. This could include: conducting or assisting with programs; providing artwork and graphics; take photographs during special events; be a book courier to shut-ins; tutor for Library/Literacy program; provide signed interpretation for hearing impaired at library programs; develop specialized computer programs.

#### Support/Assistance

Support and assist staff with auxiliary and upkeep tasks, without displacing fully-trained, broadly experienced staff. Tasks would require minimal supervision and minimal training.

Regular tasks might include: straighten picture books/juvenile paperbacks; wash book jackets and shelves; prepare shipping envelopes for mailing; check books in; file in card catalog; book jacketing; reshelve books; restock Friends in-library Book Sale area

One-time special projects might include inventories; xeroxing, collating, sorting, cutting and pasting for children's program activities; assist with Summer Reading Program.

Recommendations re: use of library volunteers

Volunteers under the age of 18, must do the volunteering under the affiliation of an organization such as a Girl Scout troop, 4 H, or a school sponsored program (for example a job training class).

There would be no limit to the number of volunteers that could be used by the Library or the number of hours per week that a volunteer could work. Use would be at the discretion of the County Librarian, taking into consideration factors such as library and staff schedules; need for training; and potential work space.

Volunteers would be used to supplement work done by Library staff. Under no circumstances, would a volunteer be used to replace a position of a paid staff member.

Volunteers would be provided with orientation and training on the safety rules, regulations, and emergency procedures applicable to the library worksite.

Thank you for volunteering. We'd like this to be a rewarding experience for you and ask that you comply with the following:

#### MARIPOSA COUNTY LIBRARY VOLUNTEER PROGRAM

1. You are needed to do the job you've volunteered to do.  
If you cannot report to volunteer, please call the Library at 966-2140.
2. Please sign the Volunteer Log with the hours and times that you work.
3. Please wear your Volunteer Badge at all times in the library.  
This will alert the public to your status.
4. If at any time you become dissatisfied with your work or would like to try another assignment, please let the Library Director know. We want your volunteer experience to be interesting and a positive experience for you.
5. If the public asks for assistance, you may answer:
  - a. General information questions such as "What hours is the Library open?" "Where are the restrooms?" "How much is a photocopy?"
  - b. Location questions such as "Where are the mystery books?" or "Where are the 800's?" All other questions should be referred to staff at the Circulation Desk.
6. As a volunteer you are a special link between the library and its users. If you hear anything that will help the library improve its service, please share that with the Library Director.
7. Of course, confidentiality about patron records must be strictly maintained.