



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 15-0863, **Version:** 1

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- a. Approve a Partner Site Agreement (PSA) establishing a formal working relationship between Monterey County Free Libraries (MCFL) and the University Corporation at Monterey Bay to Partner in the Napa County Office of Education (NCOE) Community Programs' CalSERVES AmeriCorps Volunteer Infrastructure Project (AmeriCorps VIP) to place an AmeriCorps Member at MCFL; and
- b. Authorize Monterey County Free Libraries' Library Director to execute the Partner Site Agreement and the associated documentation for the term of September 1, 2015 through 2016.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve a Partner Site Agreement (PSA) establishing a formal working relationship between Monterey County Free Libraries (MCFL) and the University Corporation at Monterey Bay to Partner in the Napa County Office of Education (NCOE) Community Programs' CalSERVES AmeriCorps Volunteer Infrastructure Project (AmeriCorps VIP) to place an AmeriCorps Member at MCFL.
- b. Authorize Monterey County Free Libraries' Library Director to execute the Partner Site Agreement and the associated documentation in the amount of \$10,000 for the term of September 1, 2015 through 2016.

### SUMMARY/DISCUSSION:

As established in the Partner Site Agreement (PSA) between Monterey County Free Libraries (MCFL) and the University Corporation at Monterey Bay, the two parties are entering into this Agreement to conduct and participate in the local AmeriCorps VIP Program. The AmeriCorps VIP Program engages AmeriCorps Members in local non-profits to develop volunteer programs and build infrastructure.

The goals of the program are to build a volunteer management program through the development of systems in nonprofit and educational organizations that will enable the Partner Sites to successfully generate, place and support volunteers in order to serve the community more effectively.

MCFL suffers from a large gap between the library's funding/resources and community needs for services. As a result, MCFL is increasingly dependent on grants, donations and volunteers in order to provide services at an adequate level. MCFL has been trying to grow and better organize its volunteer program. The AmeriCorps VIP program provides MCFL the opportunity to fill this need by becoming a Partner Site and utilizing the services of an AmeriCorps Member.

University Corporation will work with MCFL to recruit, screen enroll, orient and train an AmeriCorps VIP Member who will take the position and responsibility of Volunteer and Outreach Coordinator (VOC) for MCFL. Under the supervision of MCFL's professional staff, the VOC will focus on the various aspects of developing and growing MCFL's use of volunteers, including, but not limited to recruitment, retention, and recognition of volunteers; development of best practices; and identifying new volunteer opportunities within MCFL. The VOC will participate in outreach and marketing projects, and will also be assigned to one or more of the following areas of library service like public services, children's services, literacy, bookmobiles, archives, etc. The VOC may be required to drive one or more of MCFL's passenger vehicles or the Reading Safari van.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the Agreement as to form.

FINANCING:

As stated on the Partner Site Agreement, MCFL will provide a cash match in the amount of no more than \$10,000.00 (Ten Thousand Dollars) for an AmeriCorps VIP member. MCFL has the funding available in the current fiscal year budget and there will be no additional fiscal impact on the General Fund by adoption of the recommendation.

Prepared by: Jacqueline C. Bleisch, Administrative Services Assistant, (831) 883-7569

Approved by: Jayanti Addleman, Library Director, (831) 883-7566

Attachments:

Partner Site Agreement between University Corporation at Monterey Bay and Monterey County Free Libraries  
Exhibit A: Statement of Work