



June 18, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject: Approval of the Acceptance of a Donation from the Ventura County Library Foundation of \$66,000; Delegation of Authority to the Library Director or the Director's Designee to Accept Donations of up to \$50,000 each from the Ventura County Library Foundation; and Authorize the Auditor-Controller to Process Budgetary Transactions Necessary to Revise the Adjusted Budget for the Ventura County Library System (Recommendation No. 3 Requires 4/5ths Vote)**

**Recommendations:**

1. It is recommended that your Board approve the acceptance of a \$66,000 donation from the Ventura County Library Foundation.
2. It is recommended that your Board delegate authority to the Library Director or the Director's designee to accept donations of up to \$50,000 each from the Ventura County Library Foundation.
3. It is recommended that your Board authorize the Auditor-Controller to process the budgetary transactions necessary to increase appropriations and unanticipated revenue as follows (requires 4/5ths vote):

INCREASE	3610-3611 Services and Supplies	\$60,000
INCREASE	3610-3623 Salaries and Employee Benefits	\$ 6,000
INCREASE	3610-3611 Miscellaneous Revenues	\$60,000
INCREASE	3610-3623 Miscellaneous Revenues	\$ 6,000

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	Miscellaneous Revenue
Funding Match required:	None
Impact on Other County Departments:	None

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<b>Summary of Revenues and Costs</b>		
	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>
Revenue:	\$ 66,000	\$ 0
Costs:		
Direct	\$ 66,000	\$ 0
Indirect – Department	\$ 0	\$ 0
Indirect – County CAP	\$ 0	\$ 0
Total Costs	\$ 66,000	\$ 0
Net Costs	\$ 0	\$ 0

<b>Current FY 2023-24 Budget for Ventura County Library Division 3610</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/(Deficit)</b>
Appropriations	\$ 12,359,158	\$ 28,448,054	\$ 12,953,859	\$ 15,494,195
Revenue	\$ 11,559,158	\$ 23,198,321	\$ 12,493,005	\$ (10,705,316)
Net Cost	\$ 800,000	\$ 5,249,733	\$ 460,854	\$ 4,788,879

**Strategic Plan:** This project directly supports the County of Ventura strategic goal to meet/sustain basic needs and be a reliable safety net for our vulnerable populations.

**Discussion:**

On May 8, 2024, the Ventura County Library System (VCLS) received a generous donation from the Ventura County Library Foundation (VCLF) in the amount of \$66,000. These funds are specifically allocated for the following purposes:

- \$25,000 to implement a Makerspace at the Ray D. Pruter Library in Port Hueneme
- \$5,000 in support of the 2024 Lunch at the Library program
- \$6,000 in support of the Career Online High School program
- \$10,000 for book giveaways at the School Mobile Library
- \$10,000 for STEAM kits to be distributed at the libraries/mobile libraries
- \$10,000 in support of the Mobile Library

The Makerspace at the Ray D. Pruter Library is being planned to serve mainly elementary school aged children and enable them to utilize hands-on, interactive learning to develop science, technology, engineering, art and mathematics (STEAM) skills. STEAM kits distributed from the libraries also allow for STEAM skill development, with fun and educational activities and supplies that children and families can enjoy at home. These skillsets provide valuable opportunities to excel in the future, both in personal and professional settings. The \$25,000 will be used to reconfigure a dedicated space in the library and purchase furniture and supplies that are conducive to this type of learning.

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The Lunch at the Library program feeds both minds and bodies with a free lunch for children under 18 offered at participating libraries during the summer when kids are out of school. Children are able to participate in the annual Summer Reading program at the same time to prevent learning loss over the summer. The \$5,000 will be used for book giveaways to build home libraries, meal support, and STEAM kits specifically for this program.

The Career Online High School program provides an opportunity for adults to earn a high school diploma through VCLS on their own schedule and at no charge to the student. The \$6,000 will cover approximately 260 hours for a Staff/Services Specialist to coordinate this program.

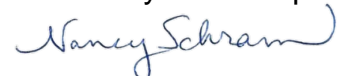
The School Mobile Library will hit the road for the upcoming school year and serve students throughout Ventura County. \$10,000 will be dedicated to purchasing giveaway books to distribute to students to build home libraries and encourage reading. Another \$10,000 will provide operational support to the existing Mobile Library that continues to serve people of all ages across the county and remove barriers to library access.

The role of the VCLF is to enhance access to quality Ventura County Library System services, materials, and programming for children and adults across the county by securing funding and other resources from private and public donors through strategic partnerships & alliances. The VCLS receives numerous donations from the VCLF on a consistent basis. The majority of these donations are under \$50,000. Presently, under chapter VII(B)-9 of the Administrative Policy Manual, the head of a County agency or department may accept a donation up to \$10,000 with written approval from the County Executive Office, while the acceptance of a donation in excess of \$10,000 requires approval from your Board. Your Board's delegation of authority to the Library Director or her designee to accept donations of up to \$50,000 each from the Ventura County Library Foundation will expedite the deposit and use of these donated funds, create efficiencies, and save staff time.

If your Board grants the requested delegation, pursuant to Government Code section 25355, the VCLS will file with your Board each quarter a report that describes the source and value of each gift valued in excess of \$10,000.

Adjustments to appropriations include an increase of \$60,000 for services and supplies and \$6,000 to Salaries and Employee Benefits. Adjustments to revenue include an increase of \$66,000 in miscellaneous revenues.

This board letter has been reviewed by the County Executive Office and the Auditor-Controller's Office. If you have questions regarding this item, please call Nancy Schram at 677-7158.



NANCY SCHRAM  
Library Director