



June 24, 2025

County of Ventura Board of Supervisors

**Subject: Approval of the Agreement between the Ventura County Library and Ventura County Probation Agency to Provide Library Services at the Juvenile Facilities; Adoption of a Resolution to Establish One (1) 0.75 FTE Fixed-Term Librarian Position, One (1) 0.75 FTE Fixed-Term Library Technician II Position, and One (1) 0.25 FTE Fixed-Term Staff/Services Specialist I Position in Budget Unit 3623 (Library Adult Literacy Read Program) at the Ventura County Library, effective July 1, 2025, through June 30, 2027; and Authorization of the Auditor-Controller to Process the Necessary Budgetary Transactions to Adjust Appropriations and Revenues. (RECOMMENDATION NO. 3 REQUIRES 4/5THS VOTE)**

**In accordance with California Government code sections 31515.5 and 23026, the proposed recommendations will have no material impact on the funding status of the retirement system.**

**Recommendations:**

1. It is recommended that your Board: Adopt a Resolution to establish one (1) 0.75 FTE Fixed-Term Librarian position, one (1) 0.75 FTE Fixed-Term Library Technician II position, and one (1) 0.25 FTE Fixed-Term Staff/Services Specialist I position in Budget Unit 3623 (Library Adult Literacy Read Program) at the Ventura County Library, effective July 1, 2025, through June 30, 2027.
2. Approve the agreement between the Ventura County Library and Ventura County Probation Agency to provide library services at the Juvenile Facilities, and authorize the Library Director to sign the agreement.

Add:

Budget Unit	Class Code	Classification Title	FTE	ATH	Annual Salary Range
3623	01773	Librarian	0.75	1	\$65,419.18-\$91,534.98
3623	01326	Library Technician II	0.75	1	\$46,628.27-\$65,209.09
3623	01707	Staff/Services Specialist I	0.25	1	\$73,582.75-\$105,452.35

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3. Authorize the Auditor-Controller to process the accounting transactions necessary to increase appropriations and revenue as follows (requires 4/5ths vote) for FY 2025-26.

INCREASE 2600-2622 Salaries & Benefits	\$160,300
INCREASE 2600-2622 Services & Supplies	\$ 65,744
INCREASE 2600-2622 2011 Realignment Vehicle License Fee#9036	\$226,044
INCREASE 3610-3623 Salaries & Benefits	\$ 29,484
INCREASE 3610-3623 Charges for Services	\$ 29,484

**Fiscal Impact:**

	<b>FY 2025-26</b>	<b>FY 2026-27</b>
Revenues	\$ 226,044	\$ 209,317
Costs	\$ 226,044	\$ 209,317
Net County Cost	\$ 0	\$ 0

Funding Source(s): 2011 Realignment Vehicle License Fee  
(Juvenile Probation Camp Funding)

Match Requirement: None

**Background:**

In 2024, Ventura County Probation Agency and Ventura County Library met to discuss the need for public library services at Juvenile Facilities. Located at 4333 Vineyard Avenue, Oxnard, CA 93036, this state-of-the-art detention and commitment facility houses incarcerated youth, up to age 25, in an unincorporated area of the county near the community of El Rio.

According to the Center for American Progress, adult illiteracy directly affects an individual's employment options, likelihood to live in poverty, likelihood to be incarcerated, access to adequate health care and health outcomes, and life expectancy. Recent estimates from the National Center for Education Statistics show that 28% of California adults are at or below basic literacy levels. This figure doubles for incarcerated individuals, as the California Department of Corrections and Rehabilitation reports that more than half of adult inmates are functionally illiterate.

Staff at both agencies determined that the incarcerated youth of Ventura County would benefit from improved access to library services and literacy resources, as recommended in the proposed agreement for a two-year pilot partnership.

**Discussion:**

Staff from both agencies met to create a plan for library services at the Juvenile Facilities and developed the Memorandum of Understanding Between the Ventura County Library and Ventura County Probation Agency (Exhibit 1). Under this agreement, the Ventura County Probation Agency (Probation) will be responsible for funding library operations, maintaining the library space, and managing the participation of incarcerated youth in library activities. Ventura County Library (Library) will be responsible for recruiting and managing library staff and technology to oversee the book collection, in addition to providing library services and literacy-based programs appropriate for incarcerated youth.

Under this agreement, Probation shall pay the Library an amount not to exceed \$226,044 for Fiscal Year 2025-26 and \$209,317 for Fiscal Year 2026-27, as reflected in Attachment "A" of the agreement. If this agreement is extended for additional fiscal years, the budget will be determined by Library and Probation subject to all necessary budgetary approvals by the Board of Supervisors.

Of these costs, \$160,300 in Fiscal Year 2025-26 and \$168,315 in Fiscal Year 2026-27 will cover three new fixed-term Library positions. These positions will be instrumental in enabling the Library to carry out library services outlined in the agreement. We are asking your Board to adopt a Resolution (Exhibit 2) to establish one (1) 0.75 FTE Fixed-Term Librarian position, one (1) 0.75 FTE Fixed-Term Library Technician II position, and one (1) 0.25 FTE Fixed-Term Staff/Services Specialist I position in Budget Unit 3623 (Library Adult Literacy Read Program) at the Ventura County Library, effective July 1, 2025, through June 30, 2027. The term of these positions shall be fixed at two years at which time the agencies will determine if the program will be extended and return to your Board to request additional positions as needed.

The initial term of the agreement shall commence upon the execution date and shall continue through June 30, 2027. Contingent upon available funding, subsequent terms may be automatically extended. Either party reserves the right to terminate the agreement at any time in accordance with Section 10.0, Termination.

**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.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel, the General Services Agency, and the Information Technology Services Department.

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If you have any questions regarding this item, please call Nancy Schram at 805-677-7158.

A handwritten signature in blue ink that reads "Nancy Schram". The signature is written in a cursive style with a large, sweeping flourish at the end.

NANCY SCHRAM

Library Director

Exhibit 1 – Memorandum of Understanding Between the Ventura County Library and Ventura County Probation Agency

Exhibit 2 – Resolution