

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

August 05, 2025

FROM

MELANIE OROSCO, County Librarian, County Library

SUBJECT

Relief of Liability for Twentynine Palms Branch Library Shortage

RECOMMENDATION(S)

1. Approve Request for Relief of Liability, in the amount of \$312.70 due to theft of a safe at Twentynine Palms Branch Library, in accordance with Chapter 5 (Shortages and Losses) of the Auditor-Controller/Treasurer/Tax Collector's Internal Control and Cash Manual.
 2. Authorize the County Librarian to utilize the department's Property Tax Revenue funding in the amount of \$312.70 to replenish the Twentynine Palms Branch Library's cash fund.
- (Presenter: Melanie Orosco, County Librarian, 387-2220)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not require the use of Discretionary General Funding (Net County Cost). The County Library (Library) requests to utilize its funding generated by Property Tax Revenue to replenish the Twentynine Palms Branch Library's cash fund. Adequate appropriations were included in the Library's 2025-26 budget for the shortfall.

BACKGROUND INFORMATION

The County Library (Department) experienced a theft in the early morning hours on May 12, 2025 at the Twentynine Palms Branch Library resulting in a loss of \$312.70. A Police Report and Incident Report were filed and the safe location has been revised, moving it to a more hidden location. The County Auditor-Controller's Office has reviewed and approved the circumstances concerning this shortage on May 27, 2025 and has recommended a Relief from Liability. The Department requests approval from the Board of Supervisors for a Relief of Liability in the amount of \$312.70 so that the Department can replenish the Twentynine Palms Branch cash fund.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-3121) on June 13, 2025; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Deputy Chief Auditor, 382-3107) on June 17, 2025; and County Finance and Administration (Celia McDonald, Finance Analyst, 387-4052) on June 24, 2025.

**Relief of Liability for Twentynine Palms Branch Library Shortage
August 5, 2025**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 5, 2025



cc: File - Library w/general
MBA 08/7/2025