

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

**December 16, 2025**

**FROM**

**MELANIE OROSCO, County Librarian, County Library**

**SUBJECT**

Adult Literacy Services Grant Application for City of Chino Hills Community Development Block Grant Program Funding

**RECOMMENDATION(S)**

1. Approve grant application to the City of Chino Hills, Community Development Block Grant Program Funding, in the amount of \$15,000, for the Adult Literacy Services Program, for the period of July 1, 2026 through June 30, 2027.
2. Authorize the County Librarian or the Assistant County Librarian to electronically sign and submit the grant application documents, forms, and any subsequent non-substantive amendments, on behalf of the County, subject to review by County Counsel.
3. Direct the County Librarian or the Assistant County Librarian, to submit the signed grant application and any subsequent non-substantive amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Melanie Orosco, County Librarian, 387-2220)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

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

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total revenue for the Adult Literacy Services Program grant is expected to be \$15,000, as a reimbursement for staff support. Appropriation and revenue will be included in the 2026-27 County Library's (Library) recommended budget.

**BACKGROUND INFORMATION**

The City of Chino Hills will provide grant funding for the Adult Literacy Services Program (Program) at the Chino Hills Branch Library. The Program allows the Library to provide individualized tutoring to illiterate adults by giving them tools to learn to read and write. The Program helps participants accomplish many goals through building self-confidence in applying for jobs, being able to vote, and much more. Additionally, the Program supports the County's Cradle to Career Road Map to achieve the Countywide Vision. Teaching illiterate adults to read not only helps the individual, but also their families. The Program allows the Library to increase the literacy rate in the county.

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This item will allow the Library to submit an application for a grant award from the City of Chino Hills, in the amount of \$15,000, thereby enabling the Library to continue to offer services related to the Program for fiscal year 2026-27. Literacy programs in public libraries transform the lives of adults in the communities served by providing access to tools that support individuals to gain basic literacy skills.

The Program provides one-on-one literacy instruction and individualized tutoring for low-income illiterate adults and seniors. Library adult literacy services are free of charge to all participating in the program. Direct services and assistance are provided by Library staff, as well as trained literacy tutors. Dedicated tutoring space and special Program materials (leveled student readers, workbooks, dictionaries, etc.) are supplied to participants at no charge. The Library uses the grant funding to assist in maintaining the materials and the cost of salaries for the staff that run the Program. The Library purchases materials for the participants to take home, such as workbooks, flash cards, notebooks, pencils, highlighters, for participants to practice and maintain the skills they are taught during the one-on-one tutoring. Participants are strongly encouraged to attend free basic computer skills classes taught in the Library. Those with young children are encouraged to attend early learning and preschool story time activities to foster a love of reading and ensure school-age readiness.

The grant application requires that an authorized representative of the County (Authorized Representative) certify that the information in the application is complete and accurate. The Library requests delegated authority for the County Librarian or Assistant County Librarian to certify, sign, and submit the Adult Literacy Services Program grant application, certification and related documents on behalf of the County as the Authorized Representative. The Library Department will return to the Board of Supervisors for approval of the grant agreement and any other documents associated with acceptance of the grant.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-3121) on November 13, 2025; and County Finance and Administration (Carl Lofton II, Administrative Analyst, 387-5404) on December 1, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: December 16, 2025



cc: Library - w/app for sign  
File - Library w/application  
MBA 12/30/2025