

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

March 25,2025

FROM

MELANIE OROSCO, County Librarian, County Library

SUBJECT

Community Development Block Grant Subrecipient Agreement for Adult Literacy Services with the City of Chino Hills

RECOMMENDATION(S)

1. Approve **Subrecipient Agreement No. 25-196**, including nonstandard terms, with the City of Chino Hills, for the acceptance of the Community Development Block Grant, in the amount of \$13,279, for the Adult Literacy Services Program at the James S. Thalman Chino Hills Branch Library, for the period of July 1, 2024 through June 30, 2025.
2. Authorize the County Librarian to electronically sign and submit the Subrecipient Agreement and all documents and forms required for acceptance of the Community Development Block Grant program award, and any required subsequent forms including quarterly, mid-year and final reports.
3. Direct the County Librarian to submit the Subrecipient Agreement 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.

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total revenue for the Subrecipient Agreement (Agreement) from the City of Chino Hills is \$13,279 and will be received as reimbursement for staff support. This subrecipient grant award does not require a match. Adequate appropriation and revenue have been included in the County Library's (Department) 2024-25 budget.

BACKGROUND INFORMATION

The City of Chino Hills awarded the James S. Thalman Chino Hills Branch Library (Chino Hills Library) \$13,279 in Community Development Block Grant funding for the Adult Literacy Services Program (Program). The Program provides one-on-one literacy instruction and individualized tutoring for illiterate adults. Program 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.

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Teaching illiterate adults to read not only helps the individual but also their children, as parents who read are able to give children the literacy support needed to succeed. The Program allows the Chino Hills Library to increase the literacy rate in the county. The Department has received grant funds from the City of Chino Hills annually for this purpose since 2004.

On December 21, 2023, the County Administrative Office authorized the submission of a grant application to the City of Chino Hills for the period of July 1, 2024, through June 30, 2025, for the Community Development Block Grant Program in the amount of \$15,000.

On February 28, 2024, the Department received notice of the subrecipient grant award, in the amount of \$13,279 that would be made available to the Department at the beginning of 2025. On January 17, 2025 received the Subrecipient Agreement from the City of Chino Hills for the period of July 1, 2024 through June 30, 2025. This item is being submitted at the earliest available meeting following the required legal, fiscal, and administrative reviews, and approval at this time will have no impact on the Program.

This item will authorize acceptance of a subrecipient grant award from the City of Chino Hills, in the amount of \$13,279, offsetting staffing costs for the Program at the Chino Hills Library in 2024-25. Department staff track the time spent facilitating the Program over the fiscal year, ensuring the grant funds reimburse the staffing costs as expected. The Chino Hills Library anticipates serving approximately 100 individuals with the awarded Program funding through June 30, 2025. 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.

Library Adult Literacy services are free of charge to all learners participating in the Program. Direct services and assistance are provided by Department staff, as well as trained literacy tutor volunteers. Dedicated tutoring space and special Program materials (leveled student readers, workbooks, dictionaries, etc.) are supplied to participating learners at no charge. The Chino Hills Library uses the grant funding to offset staffing costs for the Program. Learners are strongly encouraged to attend free basic computer skills classes taught in the Chino Hills 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 reading readiness.

The Department recommends approval of the Agreement, as the subrecipient grant award will allow the Department to improve literacy rates in the county.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on February 4, 2025; Risk Management (Gregory Ustaszewski, 386-9008) on February 27, 2025; Finance (Celia McDonald, Administrative Analyst, 387-4286) on February 24, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on February 25, 2025.

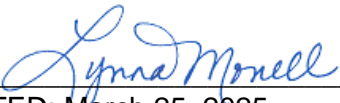
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Record of Action of the Board of Supervisors
San Bernardino County

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: March 25, 2025



cc: Library - Jacobsmeyer w/agree for sign
Contractor - c/o Library w/agree
File - w/agree
CCM 03/31/2025