

## **AGREEMENT FOR READ ADULT READING INSTRUCTION PROGRAM SERVICES AT THE SIMI VALLEY LIBRARY**

This agreement ("Agreement") is between the COUNTY OF VENTURA, which includes among its component parts the Ventura County Library ("VCL"), and the CITY OF Simi Valley ("City"), regarding VCL's provision of Adult Reading Instruction Program ("READ Program") services to be furnished at the Simi Valley Public Library ("Simi Library"), which is owned and operated by the City.

### **I. Term:**

This Agreement is effective July 1, 2012, and will terminate on June 30, 2013, unless sooner terminated as provided below. Either party may terminate this Agreement earlier with or without cause upon 30 days' written notice, in which case VCL will be paid for all services provided by it until the effective date of termination or another mutually agreed-upon date.

### **II. Responsibilities of the Ventura County Library**

#### **A. The READ VCL Program Manager will:**

1. Hire a certificated teacher to coordinate free tutoring services at the Simi Valley Library.
2. Recruit, orient, and train volunteer tutors to provide one-on-one and small group reading instruction.
3. Purchase educational materials for the READ Program at the Simi Valley Library
4. Invoice City for materials purchased, site coordinator salary, tutor training, administrative costs, and other contracted expenses.
5. Maintain records and report statistics related to learner attendance and goals achieved and provide such records and statistics to City upon request.

#### **B. The READ Program Instructor/Site Coordinator will:**

1. Supervise volunteer tutors and maintain a positive learning environment.
2. Interview adult students, assess their needs, assist them with setting goals, match them with a suitable volunteer tutor, and monitor the ongoing progress of the pair.
3. Interview volunteer tutors, match them with adult learners, assist them with selecting appropriate materials, and assist with developing individualized curriculum.

4. Maintain records and provide them to the READ Program Manager

**C. The READ Program Volunteer Tutors will:**

1. Attend "Basic Tutor Training" (17.5 hours of instruction), which covers the following components: research-based reading comprehension strategies, phonics and syllabication, learning disabilities, basic and multi-sensory tutoring techniques, lesson planning, goal setting, and selecting appropriate materials.
2. Be assigned an adult learner and tutor him / her 1 to 4 hours weekly.
3. Assist adult learners at setting and achieving goals.
4. Support a positive learning environment.
5. Follow directions provided by the Instructor/Coordinator.
6. Seek assistance from the instructor to ensure continuous progress for adult learner.

**D. VCL will establish a budget for the READ Program at the Simi Valley Library as follows:**

<b>Estimated Expenses:</b>	<b>READ Program at the Simi Valley Library July 1, 2012 –June 30, 2013</b>
Tutor Training	\$3000
Wilson Training	\$500 - \$1000
Background checks @ \$25	\$200 - \$500
Reimburse for Materials	\$0 - \$500
Mileage - Non-tutor training	\$45 - \$500
Instructor salary @ \$40.78/ hr For 5 hrs. / week / for 50 weeks	\$ 10,000 - 10,500
<b>Total</b>	<b>\$13,745 – 16,000</b>

The revenue sources for the READ Program at the Simi Valley Library are: \$10,000 from the City (a combination of \$5,000 from the City and \$5,000 donated to the City from the Friends of the Simi Valley Library), and \$6,000 from the Simi Valley Adult School to partially pay for the instructor's salary.

**III. Responsibilities of the City:**

**The City will:**

1. Incorporate information about the READ Program into the initial orientation and training of all new library staff members. Training should

include: the purpose of the Program, the contact information to give to potential tutors and learners who may participate in the READ Program, and how to assist potential tutors and learners in getting involved in the READ Program.

2. Allow the READ Program to use the Library's Community Room without charge for various READ Program activities (e.g., basic tutor training, specialized trainings, annual meeting, volunteer recognition events, etc.) subject to City Library use policies and procedures.
3. Discuss the renegotiation of this Agreement if funding for California Library Literacy Services (CLLS) is reinstated into the State budget or if the Simi Adult School is unable to continue its existing partnership with the READ Program.
4. Reimburse VCL for expenses incurred up to a total of \$10,000 (a combination of \$5,000 from the City and \$5,000 donated to the City from the Friends of the Simi Valley Library).

VCL will submit to City an invoice for reimbursement of services provided every six months, and City agrees to pay such invoices within 30 days of receipt.

THE UNDERSIGNED AUTHORIZED REPRESENTATIVES OF CITY AND VCL HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

**CITY OF SIMI VALLEY**

Dated:

By:

Laura Behjan

Laura Behjan, Executive Officer / City Manager

ATTEST:

By:

Ky Spang  
Asst. City Clerk

**THE COUNTY OF VENTURA:**

Dated:

December 11, 2012

By:

Jackie Y. Griffin

Jackie Y. Griffin, Director  
Ventura County Library

ATTEST:

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Clerk of the Board of Supervisors,  
County of Ventura, State of California

By:

[Signature]  
Deputy Clerk of the Board

