



July 26, 2022

Board of Supervisors  
County of Ventura  
800 South Victoria Ave.  
Ventura CA 93003

**Subject:** Approval of, and Authorization for the Ventura County Library Director to Sign, the Standard Agreement with the City of Simi Valley to Provide Adult Reading Instruction Program Services at the Simi Valley Library in an annual not-to-exceed amount of \$20,442 in FY 2022-23; and Ratify the Continued Provision of READ Program Services.

**Recommendations:**

It is recommended that your Board:

1. Approve and authorize the Library Director to sign the Standard Agreement (Exhibit 1) with the City of Simi Valley to provide adult reading instruction program services at the Simi Valley Library in an annual not-to-exceed amount of \$20,442 in FY 2022-23.
2. Ratify the continued provision of READ program services pending your Board's approval of the parties' Standard Agreement.

**Reason for Ratification:**

Ratification is required because the Library received the updated Agreement from the City of Simi Valley with insufficient time to present this item to your Board before starting the new term.

**Fiscal Impact:**

Mandatory:	No
Source of Funding:	Other Governmental Agency's Revenue
Funding Match Required:	No
Impact on Other Departments:	Minimal

Summary of Revenues and Costs		
	Fiscal Year 2021-22	Fiscal Year 2022-23
Revenue:	\$ 20,442	\$ 20,442
Costs:		
Direct	\$ 20,442	\$ 20,442
Indirect – Department	\$ 0	\$ 0
Indirect – County CAP	\$ 0	\$ 0
Total Costs	\$ 20,442	\$ 20,442
Net Costs	\$ 0	\$ 0

Information for FY 2021-22 is provided for comparison. The revenue and appropriations are included in the FY 2022-23 adopted budget.

Current FY 2022-23 Adopted Budget for Ventura County Library 3610				
	Recommended Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 9,252,937	\$ 9,252,937	\$ 9,252,937	\$ 0
Revenue	\$ 9,252,937	\$ 9,252,937	\$ 9,252,937	\$ 0
Net Cost	\$ 0	\$ 0	\$ 0	\$ 0

### **Discussion:**

The Ventura County Library READ Adult Literacy Program has been operational since 1984 and has provided a literacy site at the Simi Valley Library for most of those years. The READ Program trains volunteers to provide free one-to-one reading and writing instruction. The aim is to help adults improve reading and writing skills so that they perceive a positive impact on their lives in such areas as self-esteem, employment, family life, and community involvement.

Simi Valley Public Library reports community needs and interests as drivers for the READ program. Previous agreements between the Library and the City of Simi Valley have supported the program since March 25, 2014. Your Board signed a contract to provide literacy program services on May 7, 2019, and an amendment extended the partnership on July 20, 2021.

Last fiscal year, seven adult learners received instruction at Simi Valley Public Library as services recovered from closures and limitations due to the COVID-19 public health emergency. Together with a READ tutor, adults worked on lifelong-learning goals such as improving math skills, practicing the alphabet, reading more at home, passing adult education classes at the Simi Institute for Careers & Education, communicating effectively with others, getting a driver's license,

searching for a job, using work-related technology, reading newspapers and magazines, and getting a library card.

The City of Simi Valley agrees that providing literacy services at the Library is essential and has decided to continue the existing program. The Agreement includes payment for the salary of the adult literacy instructor/site coordinator to supervise the site; fee for recruiting and training new tutors; reimbursement for the purchase of new educational materials for the center; and payment of basic administrative costs. The term is one year, from July 1, 2022, to June 30, 2023.

This letter and Agreement have been reviewed by the County Executive Office, County Counsel, and the Auditor-Controller's Office. If you have any questions, please contact me at 677-7158.



NANCY SCHRAM  
Director

**Exhibit 1:** Standard Agreement Between the City of Simi Valley and the County of Ventura for the Provision of Adult Reading Instruction Program Services at the Simi Valley Public Library