



**California Library Literacy Services  
2021-2022 Mid-Year Report &  
2022-2023 Continuing Libraries Application Form**

**Section 1: Jurisdiction Information**

**1.1 Library Information**

Question	Instructions
a. Full legal name of library jurisdiction	This information will be prefilled in the form.
b. Street	This information will be prefilled in the form.
c. City	This information will be prefilled in the form.
d. Zip	This information will be prefilled in the form.

**1.2 Literacy Program Coordinator’s Contact Information**

a. Name	
b. Email	
c. Phone	
d. New coordinator?	Check here if there is a new coordinator/contact person or if your contact information has changed since you completed your CLLS Final Report.

**1.3 Library Director’s Contact Information**

If the library contracts with another agency to provide library literacy services, please be sure to enter the library director’s information here, not the director of the contracted agency.

a. Library Director’s Name	
b. Library Director’s Email	
c. Library Director’s Phone	
d. New director?	Check here if there is a new library director since you completed your CLLS Final Report.

**Section 2: Program Information**

**2.1 Basic Program Information**

a. Program Name	This information will be prefilled in the form.
b. How is your 2021-2022 program provided? <ul style="list-style-type: none"> <li>• In-house by the library</li> <li>• Contract with another library (please provide the library’s name and the director’s contact information)</li> <li>• Contract with another agency (please provide the agency’s name and the director’s contact information)</li> <li>• Other, please specify (please provide the organization’s name and the director’s contact information)</li> </ul>	Select the option that applies to your program.  If anything other than “In house by the library” is selected, a text box will populate for the Organization, Director’s Name, Title, Email
b.i. Please add additional contact information.	Please provide the contract or other agency’s name and the director’s contact information

**Section 3: Description of Programs and Activities**

**3.1 Adult Literacy Services**

Question	Instructions
a. Adult Literacy Services	This information will be prefilled in the form.
b. Please describe your program activities from July 1, 2021 through December 31, 2021 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 300 words)	Please refer to the example provided at the end of the document for guidance.  Describe only your adult literacy services here. Please describe your family literacy services (if you offer them) later in the form.  If you served incarcerated learners as part of your adult literacy services, please include this service in the description.  Adult literacy services are to be provided through one-to-one tutoring, small group instruction (approx. 2-8 people), or computer-lab time. If tutoring was provided in other ways (e.g. in larger groups or classes) please describe here and note approximately how many of your enrolled learners were served <i>only</i> in larger groups or classes.  If you have begun new or modified activities due to the COVID pandemic, please be sure to describe those here as well.
c. Please describe any challenges you are experiencing with your Adult Literacy	Please be sure to describe any significant challenges to your Adult Literacy Services. If you have ideas on types

Services program or program activities. What can the State Library do to help with these challenges? (Ex: Training, community conversations, etc.)	of support the State Library can provide, please list this below.  If the challenges affect your ability to fulfill your CLLS award, please also contact your project advisor and grant monitor.
d. Are you on track to spend your 2021-2022 Adult Literacy CLLS funds?	If you are not on track to spend your Adult Literacy CLLS funds for the 2021-2022 cycle, please also contact your project advisor and grant monitor.

### 3.2 Family Literacy Services

Questions	Instructions
a. Family Literacy Service	Please indicate if you are providing Family Literacy Services during the 2021-2022 cycle.
b. Please describe your program activities for <b>enrolled adult learners and their families</b> for the period between July 1, 2021 and December 31, 2021 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 300 words)	Please refer to the examples provided at the end of the document for guidance.  Please be sure to describe how your programming benefited adult learners in their roles as family members.  To avoid duplication, do not include the one-to-one tutoring and other adult literacy services that enrolled learners participated in.
c. Please describe any challenges you are experiencing with your Family Literacy Services program or program activities. What can the State Library do to help with these challenges? (Ex: Training, community conversations, etc.)	Please be sure to describe any significant challenges to your Family Literacy Services. If you have ideas on types of support the State Library can provide, please list this below.  If the challenges affect your ability to fulfill your CLLS award, please also contact your project advisor and grant monitor.
d. Are you on track to spend your 2021-2022 Family Literacy CLLS funds?	If you are not on track to spend your Family Literacy CLLS funds for the 2021-2022 cycle, please also contact your project advisor and grant monitor.

### 3.3 Comments

Questions	Instructions
Is there anything else you would like to share?	

## Section 4. Financial Report for 2021-2022 funds

**Note:** Please complete the narrative section for each category you have expended funds between July 1, 2021 – December 31, 2021. Please provide a detailed overview of how those funds were spent in the “narrative” section. For example, if you have funding in Salaries and Benefits, you should say what positions are being funded.

Budget Categories	ALS - CLLS	FLS - CLLS	Grand Totals	Narrative
Salaries and Benefits			Auto	
Contract Staff			Auto	
Operations			Auto	
Library Literacy Material			Auto	
Small Equipment			Auto	
Equipment (\$5,000+)			Auto	
Subtotal	Auto	Auto	Auto	
Indirect				
Totals	Auto	Auto	Auto	

## Instructions

The subtotals and totals in the cells marked “auto” will be automatically calculated in the form. The content in the cells marked “prefill” will be prefilled in the form.

Use the budget table to show projected expenditures within each line item and to indicate expenditures from your California Library Literacy Services award. Once you have completed the budget table, please confirm that the auto-calculated totals for your total California Library Literacy Services funds (Adult Literacy Services and, if relevant, Family Literacy Services) align with your CLLS award and approved budget from your CLLS Application.

- **Allowable expenses:** Please see the California Library Literacy Services allowable and unallowable expenditures document for guidance about items that may or may not be included in the budget.
- **Salaries and benefits:** Include salaries and benefits for all library literacy services staff employed directly by the library, city, county, or district.
  - Include everyone who works on the California Library Literacy Services program, including the literacy coordinator, library director, and literacy program staff.
  - Include only the portion of the salary that aligns with the time spent by the person on the California Library Literacy Services’ adult literacy and/or family literacy program. For example, if the coordinator spends 0.5FTE on the library literacy program and 0.5FTE on other library services, include 50% of that person’s salary and benefits. If a librarian spends an average of two hours per week contributing to the California Library Literacy Services program, include 5% of that person’s salary.
- **Contract staff:** Contracted personnel are not city, county, or library district employees. They are people with whom the library contracts separately or people

employed by the agency with which the library contracts to deliver library literacy services.

- Include only the portion of the salary that aligns with the time spent by the person on the California Library Literacy Services’ adult literacy and/or family literacy program, or the fee paid for the hours worked on the California Library Literacy Services’ adult literacy and/or family literacy program.
- Must not include time spent by contractors, or people employed by contracted agencies, on non-California Library Literacy Services activities.
- **Indirect costs:** Indirect costs might include costs charged back to the literacy program from other departments, e.g., for payroll processing, accounting, facility space, utilities, etc. The amount budgeted may not be more than 10% of your California Library Literacy Services award.  
Materials/supplies/printing/communications provided by the library/city/county/district at no direct charge to the literacy services should not be included.
- **Narrative:** For each budget line item, please use the narrative box to describe how funds were spent on your library literacy program.

## Section 4: 2022-2023 Pre-Application

### 4.1 Current Program Information

Question	Instructions
a. Are you continuing your CLLS Adult Literacy Services program in 2022-2023?	If you are not continuing your CLLS Adult Literacy Services program during the 2022-2023 cycle, please also contact your project advisor and grant monitor.
b. If you currently have a Family Literacy Services program funded by CLLS funds, do you plan on continuing this program in 2022-2023?	If you are not continuing your CLLS Family Literacy Services program during the 2022-2023 cycle, please also contact your project advisor and grant monitor.
c. Do you anticipate any significant changes to your program(s) in 2022-2023?	If you answer “yes,” please explain below. Please also contact your project advisor and grant monitor.
c.i. If so, please explain any foreseeable changes to your program(s) in 2022-2023. (Ex. Changes in local funding, vacancies or other significant areas)	<b>NOTE:</b> If any of these changes will affect your approved budget, you must submit a budget modification form by May 31 to your project advisor and grant monitor.
d. Are you interested in beginning a CLLS Family Literacy Services Program in 2022-2023?	If you answer “yes,” please complete 4.2 below.
e. Did you apply for ESL funds in December 2021?	
f. Do you intend to apply for new ESL funds in spring 2022 for services starting in 2022-2023?	

g. Do you intend to apply for new ESL funds in spring 2023 for services starting in 2023-2024?	
h. Our library does not plan on applying for ESL funds in the next three to five years.	

#### 4.2 New CLLS Family Literacy Program

Please complete the following information if you would like to begin a new CLLS Family Literacy Services program in 2022-2023.

Question	Instructions
a. Please provide a description of your planned program by explaining what you will do, how you will do it, for whom you will do it for and with what benefits.	Please refer to the examples provided at the end of the document for guidance.  Please be sure to describe how your programming is expected to benefit adult learners in their roles as family members.
b. Anticipated number of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.	This is an unduplicated estimate of the families you plan to serve, meaning that one family = 1, no matter how many members it has or how many times you plan to serve them.
c. Anticipated number of children of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.	This is an unduplicated estimate of the children ages 0-17 you plan to serve, meaning that one child = 1.
d. Anticipated number of other families that include an unenrolled adult who is eligible for your CLLS program who will receive family literacy services.	This is an unduplicated estimate of the families you plan to serve who are not enrolled in adult literacy services but have at least one qualifying adult literacy learner in their family. "Unduplicated" means that one family = 1, no matter how many members it has or how many times you plan to serve them.

#### Resources: Sample content

Sample content to guide applicants in describing program planning, implementation, and outreach activities.

#### Adult Literacy Services

**1. Please describe your planned program, including: We will do what, how, for whom, with what anticipated benefits. (Max. 300 words.)**

We will provide learner-centered basic literacy services for approximately 85 adults with low literacy skills. Most learners will be tutored one-to-one by trained volunteers and some in small groups. In addition, we will provide two literacy classes at the local jail and we will begin training inmates to tutor fellow inmates. Our literacy coordinator will take part in three network meetings and two additional trainings. Two learners will lead four voter workshops for groups of other learners. We will continue to collect statistical, anecdotal, and Roles and Goals data to guide our program and evaluate its impact. Currently, we do not have enough tutors to match with the learners on our waiting list. We are focusing on identifying local partners that can help us recruit new tutors and will increase these efforts next year.

## **Family Literacy Services**

**2. Please describe your program plans for enrolled adult learners and their families, including: We will do what, how, for whom, with what anticipated benefits. (Max. 300 words.)**

We anticipate that adult learners will make gains toward their personal learning goals as family members. After every family program, we'll ask learners how they benefited, and how they can use what they learned at home. We will also ask participants questions from the Family Literacy Roles & Goals and program outcome surveys.

During intake interviews, we'll give learners with families resource bags with a calendar of upcoming library and program family events. Depending on family members' developmental stages, bags might include a book or high-quality magazine subscription choice for every child or teen at home, tips about supporting elderly parents, craft or school supplies and ideas about using them to support preschoolers' brain development, or older children's literacy skills.

Our branch's Children's Librarian will meet learners and their preschoolers to invite them to our library's play place, story times and other relevant family programs. We're building relationships with more librarians throughout our system. Children's and Teen Librarians will help us order books for families to select from after programs to keep forever.

With a Teen Librarian, we'll offer quarterly "digital savvy" workshops for adult learners and their teens. The Friends gave us funds for catered dinners from nearby restaurants.

A volunteer will lead weekly learning groups, in-person and virtual, for learners caring for elderly parents. Sessions will begin with reading and resource sharing on learners' questions, topics like tracking medicine dosages, communicating with medical practitioners, exercises for older adults. Sessions will end with information and practice on stress management for caregivers.

We'll provide weekly advocacy learning groups for parents with elementary school children. With a skilled facilitator, learners will share information, generate questions, and learn and practice strategies to advocate for their children in school. Program volunteers will concurrently help kids with homework. We'll provide healthy after-school snacks and end sessions with dinner so families can eat together and share feedback about the day's activities.