



California Library Literacy Services 2022-2023 Mid-Year Report & 2023-2024 Continuing Libraries Application Form

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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

Question	Instructions
a. Name	Please list the literacy coordinator's name.
b. Email	Please list the literacy coordinator's email.
c. Phone	Please list the literacy coordinator's phone number.
d. New coordinator?	Check the box in this field if there is a new coordinator, literacy 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.

Question	Instructions
a. Library Director's Name	Please list the library director's name.
b. Library Director's Email	Please list the library director's email.
c. Library Director's Phone	Please list the library director's phone number.
d. New director?	Check the box in this field if there is a new library director since you completed your CLLS Final Report.

1.4 Authorized Representative Information

The "Authorized Representative" refers to the person or people authorized to sign financial documents, certification forms, and report forms on behalf of the library. For example, the authorized representative is the person who can sign the claim form to claim your CLLS award funds.

Question	Instructions
a. Authorized Representative's Name	Please enter the authorized representative's full name.
b. Authorized Representative's Email	Please enter the authorized representative's email.
c. Is this individual the correct signatory on any claim forms?	Check "Yes" or "No" to confirm this person is the correct signer for claim forms.
If "No" was selected for question 1.4.c., please indicate the correct individual's name and email address.	Text box will populate if "No" is checked in 1.4.c. to add the correct signer's name and email address for claim forms. A person who can sign a claim form is authorized to claim funds for the library.
d. Is this individual the correct signatory on any certifications?	Check "Yes" or "No" to confirm this person is the correct signer for certification forms.
If "No" was selected for question 1.4.d., please indicate the correct individual's name and email address.	Text box will populate if "No" is checked in 1.4.d. to add the correct signer's name and email address for certification forms. A person who can sign a certification form is authorized to certify the information that has been provided in the application and reporting documents for the library.
e. Is this individual the correct signatory on any reports?	Check "Yes" or "No" to confirm this person is the correct signer for report forms.
If "No" was selected for question 1.4.e., please indicate the correct individual's name and email address.	Text box will populate if "No" is checked in 1.4.e. to add the correct signer's name and email address for reports. A person who can sign a report is authorized to certify the information that has been provided in the report for the library.

Section 2: Program Information

2.1 Basic Program Information

Question	Instructions
a. Program Name	This information will be prefilled in the form.
b. How is your 2022-2023 program provided? <ul style="list-style-type: none"> • In-house by the library • Contract with another library (please provide the library’s name and the director’s contact information) • Contract with another agency (please provide the agency’s name and the director’s contact information) • Other, please specify (please provide the organization’s name and the director’s contact information) 	Select the option that applies to your program. If any option other than “In house by the library” is selected, a text box will populate in b.i. (seen below) to include the information for the contracting or other agency: <ul style="list-style-type: none"> - Organization’s name - 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 Adult Literacy Services program activities from July 1, 2022 through December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)	<p>Please refer to the "Adult Literacy Services" sample content provided at the end of the document for guidance.</p> <p>Describe only your adult literacy services here. Please describe your family literacy services and ESL services (if you offer them) later in the form.</p> <p>If you served incarcerated learners as part of your adult literacy services, please include this service in the description.</p> <p>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.</p>
c. Please describe any challenges you are experiencing with your Adult Literacy Services program or program activities. What can the State Library do to help with these challenges? (Ex: Training, community conversations, etc.) (max. 150 words)	<p>Please be sure to describe any significant challenges to your Adult Literacy Services. If you have ideas on types of support the State Library can provide, please list this below.</p> <p>If the challenges affect your ability to fulfill your CLLS award, please also contact your project advisor and grant monitor.</p>
d. Are you on track to spend your 2022-2023 CLLS Adult Literacy Services funds?	Check "Yes" or "No" to indicate whether you or are not on track to spending your 2022-2023 CLLS Adult Literacy Services funds. If you are not on track to spend your CLLS Adult Literacy Services funds for the 2022-2023 cycle, please also contact your project advisor and grant monitor.

3.2 Family Literacy Services

Questions	Instructions
a. Family Literacy Services	Please indicate in this area if you are providing Family Literacy Services during the 2022-2023 cycle.
b. Please describe your Family Literacy Services program activities for enrolled adult learners and their families for the period between July 1, 2022 and December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)	<p>Please refer to the “Family Literacy Services” sample content provided at the end of the document for guidance.</p> <p>Please be sure to describe how your programming benefited adult learners in their roles as family members.</p> <p>To avoid duplication, do not include the one-to-one tutoring and other adult literacy services or ESL services that enrolled learners participated in.</p>
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.) (max. 150 words)	<p>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.</p> <p>If the challenges affect your ability to fulfill your CLLS award, please also contact your project advisor and grant monitor.</p>
d. Are you on track to spend your 2022-2023 CLLS Family Literacy Services funds?	Check “Yes” or “No” to indicate whether you or are not on track to spending your 2022-2023 CLLS Family Literacy Services funds. If you are not on track to spend your CLLS Family Literacy Services funds for the 2022-2023 cycle, please also contact your project advisor and grant monitor.

3.3 ESL Services

Question	Instructions
e. ESL Services	<p>Please indicate in this area if you are providing ESL Services during the 2022-2023 cycle.</p> <p>NOTE: If you applied for CLLS ESL Round 2.5 funding, you will <u>not</u> complete this section since CLLS ESL services were <u>not</u> provided between July 1, 2022 and December 31, 2022.</p>
f. Please describe your ESL Services program activities from July 1, 2022 through December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)	<p>Please refer to the “ESL Services” sample content provided at the end of the document for guidance.</p> <p>Describe only your ESL services here. Please describe your adult literacy services and family literacy services (if you offer them) above.</p> <p>If you served incarcerated learners as part of your ESL services, please include this service in the description.</p> <p>ESL 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.</p>
g. Please describe any challenges you are experiencing with your ESL Services program or program activities. What can the State Library do to help with these challenges? (Ex: Training, community conversations, etc.) (max. 150 words)	<p>Please be sure to describe any significant challenges to your ESL Services. If you have ideas on types of support the State Library can provide, please list this below.</p> <p>If the challenges affect your ability to fulfill your CLLS award, please also contact your project advisor and grant monitor.</p>
h. Are you on track to spend your 2022-2023 CLLS ESL Services funds?	<p>Check “Yes” or “No” to indicate whether you or are not on track to spending your 2022-2023 CLLS ESL Services funds. If you are not on track to spend your CLLS ESL Services funds for the 2022-2023 cycle, please also contact your project advisor and grant monitor.</p>

3.4 Comments

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

Section 4. Financial Report for 2021-2022 CLLS Funds

Please complete the narrative section for each category you have expended funds between July 1, 2022 – December 31, 2022. Please provide a short overview of how those funds were spent in the “narrative” section. NOTE: You are only reporting on your CLLS funds spent between July 1, 2022 – December 31, 2022. Local funds will be reported on your 2022-2023 CLLS Final Report.

Budget Categories	ALS - CLLS	FLS - CLLS	ESL - 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	Auto	
Indirect					
Totals	Auto	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 and ESL Services) align with your CLLS award and approved budget from your CLLS Application.

- **Allowable expenses:** Please see the [CLLS Allowable and Unallowable Expenses](#) 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 5: 2023-2024 Pre-Application

5.1 Current Program Information

Question	Instructions
a. Are you continuing your CLLS Adult Literacy Services program in 2023-2024?	<p>Please indicate in this section whether you will continue your CLLS Adult Literacy Services in the 2023-2024 fiscal year.</p> <p>If you are not continuing your CLLS Adult Literacy Services program during the 2023-2024 cycle, please contact your project advisor and grant monitor.</p>
b. If you currently have a Family Literacy Services program funded by CLLS funds, do you plan on continuing this program in 2023-2024?	<p>Please indicate in this section whether you will continue your CLLS Family Literacy Services in the 2023-2024 fiscal year.</p> <p>If you are not continuing your CLLS Family Literacy Services program during the 2023-2024 cycle, please also contact your project advisor and grant monitor.</p>
c. Do you anticipate any significant changes to your program(s) in 2023-2024?	<p>If you answer “yes,” please explain below. Please also contact your project advisor and grant monitor.</p>
c.i. If you selected “yes” in 5.1.c., please explain any foreseeable changes to your program(s) in 2023-2024. (Ex. Changes in local funding, vacancies, or other significant areas)	<p>Please explain any significant foreseeable changes that might impact your CLLS programming in 2023-2024.</p> <p>NOTE: If any of these changes will affect your 2022-2023 CLLS approved budget on file, you must submit a budget modification form by May 31 to your project advisor and grant monitor.</p>
d. Are you interested in beginning a CLLS Family Literacy Services Program in 2023-2024?	<p>If you answer “yes,” please complete 5.2 below.</p>
e. Did you apply for ESL funds in December 2022?	<p>Please indicate whether you applied for CLLS ESL Round 2.5 funds due on December 15, 2022 in this section.</p>
f. Do you intend to apply for new ESL funds for services starting in 2023-2024?	<p>Please indicate whether you intend to continue your ESL program or apply for CLLS ESL Round 3 funds for the 2023-2024 fiscal year in this section. NOTE: After Round 3, no new ESL Applications will be accepted. Programs who have applied or will apply for CLLS ESL funding commit to offering services until 2025-2026.</p>
g. Our library does not plan on applying for ESL funds in the next three years.	<p>Please indicate that your library does not plan on applying for CLLS ESL funds during the remaining three years of CLLS ESL funding.</p>

5.2 New CLLS Family Literacy Program

Please complete the following information if you would like to begin a new CLLS Family Literacy Services program in 2023-2024.

Question	Instructions
<p>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.</p>	<p>Please refer to the "Family Literacy Services" sample content provided at the end of the document for guidance.</p> <p>Please be sure to describe how your programming is expected to benefit enrolled adult learners in their roles as family members.</p>
<p>b. Anticipated number of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.</p>	<p>This is an unduplicated estimate of the families you plan to serve, meaning that one family = 1, no matter how many family members or how many times you plan to serve them.</p>
<p>c. Anticipated number of children of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.</p>	<p>This is an unduplicated estimate of the children ages 0-17 you plan to serve, meaning that one child = 1.</p>
<p>d. Anticipated number of other families that include an unenrolled adult who is eligible for your CLLS program who will receive family literacy services.</p>	<p>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 family members or how many times you plan to serve them.</p>

Resources: Sample content

This section provides sample content to guide applicants in describing program planning, implementation, and outreach activities.

Adult Literacy Services

- 1. Please describe your Adult Literacy Services program activities from July 1, 2022 through December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)**

We have provided learner-centered basic literacy services for approximately 85 adults with low literacy skills. Most learners have been tutored one-to-one by trained volunteers and some in small groups. In addition, we have provided two literacy classes at the local jail, and we have begun training inmates to tutor fellow inmates. Our literacy coordinator has taken part in three network meetings and two additional trainings. Two learners have led four voter workshops for groups of other learners. We have continued 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 throughout the year.

Family Literacy Services

- 1. Please describe your Family Literacy Services program activities for enrolled adult learners and their families for the period between July 1, 2022 and December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)**

During intake interviews, we begin by giving learners with families resource bags with a calendar of upcoming library and literacy family events. Depending on a 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.

A volunteer has led weekly learning groups, in-person and virtual, for learners caring for elderly parents. Sessions have begun with reading and resource sharing on learners' questions, topics like tracking medicine dosages, communicating with medical practitioners, exercises for older adults.

After every family program, we ask learners how they benefited, and how they can use what they learned at home. We will continue to ask participants questions from the Family Literacy Roles & Goals and program outcome surveys.

ESL Services

- 1. Please describe your ESL Services program activities from July 1, 2022 through December 31, 2022 by explaining what you did, how you did it, who you did it for and with what benefits. (max. 150 words)**

We have provided learner-centered and goal-based beginning and intermediate English language services for 150 English language learners in one-on-one and small group settings led by volunteers and contract staff. For our one-on-one session, tutors are trained to use the Roles & Goals model to construct personalized learning sessions. Our small group options include English conversation clubs, bilingual citizenship classes, and a bilingual book club to provide additional opportunities to provide additional learning environments to meet learner goals. We have continued to collect statistical, anecdotal, and Roles and Goals data to guide our program and evaluate its impact. We also have a waiting list for our ESL Services and are working on our capacity to increase our services.