

# 2023-2024 ESL Continuing Libraries Application

Wednesday, February 1 | 1:00 pm



## CLLS Team

### Your CLLS team at the California State Library:

- Beverly Schwartzberg, Library Programs Consultant
  - [Beverly.Schwartzberg@library.ca.gov](mailto:Beverly.Schwartzberg@library.ca.gov)
  - 916-701-6880
- Allyson Jeffredo, Literacy & Grants Analyst
  - [Allyson.Jeffredo@library.ca.gov](mailto:Allyson.Jeffredo@library.ca.gov)
  - 916-603-6709



# Today's Agenda

- 2023-2024 ESL Continuing Libraries Application Information
- ESL Services Overview
- ESL Continuing Libraries Application Overview
  - Section 1: Applicant Information
  - Section 3: Financial Report
  - Section 4: Staff Commitment
  - Section 5: Description of ESL Services Programs and Activities
- Off-Presentation Resource Overview
- Support Resources



# 2023-2024 ESL Continuing Libraries Application Information Part 1

- Is for programs who received funding in ESL Round 1, 2, or 2.5 application periods
- Is being completed earlier than usual to meet state encumbrance deadlines
- Will automatically populate in the regular 2023-2024 CLLS Application once submitted



# 2023-2024 ESL Continuing Libraries Application Information Part 2

- Will cover program periods 2023-2024, 2024-2025, and 2025-2026
- Must also submit the CLLS ESL 3-Year Funding Request Form where you will construct your own budget request for each year
  - **NOTE:** An application will be considered *incomplete* if this form is missing.
- All application documents are **due Wednesday, March 15 by 5:00 pm**



# ESL Services Overview Part 1

- ESL Services accept adults who:
  - are 16 years or older and not concurrently enrolled in high school or another degree-granting program
  - seeks literacy services for themselves but may not be able to do the intake interview in English
  - are willing to be assessed and complete an intake interview and assessment that includes listening and speaking skills



# ESL Services Overview Part 2

- ESL Services accept adults who:
  - have established one or more personal learning goals, including listening and speaking goals
  - spend a large proportion of their tutoring time working on English language acquisition, conversational fluency, and pronunciation
  - have attended at least two tutoring sessions in the current fiscal year



# ESL Services Overview Part 3

- Tutoring for ESL learners should be tailored to meet each learner's goals and aspirations in:
  - One-to-one sessions
  - Small-group sessions (2-8 learners)
  - Class sessions (9+ learners)
    - **NOTE:** You must indicate class-size sessions fill a demonstrable need in your community.





# **ESL Continuing Libraries Application Overview**

- Section 1: Applicant Information
- Section 2: Program Information
- Section 3: Financial Report
- Section 4: Staff Commitment
- Section 5: ESL Services



## **Section 1: Applicant Information**

- Library Information
- Literacy Program Coordinator's Information
  - Includes section for an additional contact
- Director's Information
- Authorized Representative(s) Information



## **Section 2: Program Information**

- Program Name
- What year did the program start?
- Year left/returned to the program
- How will this program be provided?
- Number of main and branch libraries where literacy services will be provided
- Number of community locations where literacy services will be provided
- Regional Network Name



## Section 3: Financial Report

- Includes completed projected budget and projected local match for 2023-2024 program period
- Matching funds are not required but please include them if available
- Please include a detailed narrative of expenses. For example, “Operations includes funds for America Learns, Burlington English subscription, mileage costs, printing costs, office supplies, and News for Your subscription.
- Must complete CLLS ESL 3-Year Funding Request Form that will include 2023-2024, 2024-2025, and 2025-2026.
  - NOTE: Please make sure your funding request for 2023-2024 matches **exactly**.



## Section 3: Financial Report Allowable and Unallowable Expenses Part 1

- **Salary and Benefits** – Includes the percentage of staffs' *fully burdened* salary, wages, and benefits for time worked in CLLS ESL
- **Contract Staff** – Limited-term literacy staff under contract
- **Operations** – Includes printing costs, one-time performers, travel expenses, membership fees, professional development for staff and volunteers, subscription fees, office supplies and furniture, and others



## Section 3: Financial Report Allowable and Unallowable Expenses Part 2

- **Library Literacy Materials** – Includes circulation materials, materials for learners, such as consumable workbooks and other texts
- **Small Equipment** – Tablets, computers, and other small equipment
- **Large Equipment** – Equipment over \$5,000 per unit. NOTE: Needs approval before purchasing.
- **Indirect** – May be charged up to 10% of the *subtotal* for costs such as rent, utilities, payroll, janitorial, and other standard costs of operation

## Section 4: Staff Commitment

- **4.1 Library Personnel** are those who are directly employed by the library, city, county, or district.
- **4.2 Contract Personnel** are those who are limited-term staff employed under contract.



## Section 5: Description of ESL Programs and Activities

1. Please describe your planned programming: explain what you will do, how you will do it, for whom you will do it, and anticipated benefits. (Max. 150 words.)
2. Describe your outreach plans for recruiting learners and tutors to your program. (Max. 150 words.)
3. Describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 150 words.)
4. Anticipated number of adult learners to be served this year. (#)





# Off- Presentation Overview

1. How to Access the ESL Continuing Libraries Application on Counting Opinions
2. Overview of CLLS ESL 3-Year Funding Request Form



## Support Resources

There are support resources available at [libraryliteracy.org](https://libraryliteracy.org), such as:

- [2023-2024 ESL Continuing Libraries Application Instructions](#)
  - [How to Access Your Counting Opinions 2023-2024 ESL Continuing Libraries Application](#)
- [2023-2024 ESL Continuing Libraries Application Blank Template](#)
- [CLLS ESL 3-Year Funding Request Form](#) **due Wednesday, March 15**
- [CLLS FAQ Sheet](#)
- [CLLS Allowable and Unallowable Expenses Document](#)
- [Staff Salary Chart](#)



## Contact us!

- Bev Schwartzberg, (916) 701-6880  
[Beverly.Schwartzberg@library.ca.gov](mailto:Beverly.Schwartzberg@library.ca.gov)
- Allyson Jeffredo, (916) 603-6709  
[Allyson.Jeffredo@library.ca.gov](mailto:Allyson.Jeffredo@library.ca.gov)

