

# 2024-2026 ESL Continuing Libraries Application

Wednesday, November 1  
1:00 pm



## CLLS Team

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

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## Today's Agenda

- 2024-2026 ESL Continuing Libraries Application Information
- ESL Services Overview
- ESL Continuing Libraries Application Overview
  - Section 1: Applicant Information
  - Section 2: Program Information
  - **Section 3: Financial Report NEW FORMAT**
  - Section 4: Description of ESL Services Programs and Activities
- Support Resources



# 2024-2026 ESL Continuing Libraries Application Information

- Is for programs who received funding in ESL Round 1, 2, 2.5, or 3 application periods
- Is being completed earlier than usual to meet state encumbrance deadlines



# 2024-2026 ESL Continuing Libraries Application Information Part 2

- Will cover programs plans for program periods 2024-2025 and 2025-2026
- **Due Friday, December 15 by 5:00 pm**



# ESL Services Overview

- ESL Services accept adults who:
  - are 16 years or older and not concurrently enrolled in high school or another degree-granting program
  - seek 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 NEW FORMAT**
- Section 4: Description of ESL Services Programs and Activities



## **Section 1: Applicant Information**

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



## **Section 2: Program Information**

- Program Name
- What year did the program start? (auto-filled)
- 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
- Location information (auto-filled)
- Regional Network Name

## Section 3: Financial Report

- Includes completed projected budget and projected local match for **2024-2025 and 2025-2026 program period**
  - Projected award amounts will be provided
- Matching funds are not required but please include them if available
- Please include a detailed narrative of expenses. For example, “Services includes funds for .5 FTE contract staff person, background checks for volunteers, a portion of America Learns, Burlington English subscription, and staff/volunteer training.”

## Section 3: Financial Report Part 2

- **Beginning 2024-2025, CLLS budget categories will change to match the State Library's general funding categories**
- **Old categories:**
  - Salaries, wages, and benefits
  - Contract Staff
  - Operations
  - Library Literacy Materials
  - Small Equipment
  - Equipment
  - Indirect
- **New categories:**
  - **Salaries and benefits** (formerly Salaries, wages, and benefits)
  - **Consultant Fees** (new)
  - **Travel** (new)
  - **Supplies and Materials** (new)
  - **Equipment** (same)
  - **Services** (new)
  - **Indirect** (same)

## Section 3: Financial Report Part 3

- **Expense Categories**
  - **Salary, Wages, and Benefits** – Includes the percentage of staffs' *fully burdened* salary, wages, and benefits for time worked in CLLS ESL.
  - **Consultants Fees** – One-time, often fixed-rate contractors who provide advice but not ongoing services. A consultant tells you “how” to do something, but they don’t “do” the something.
  - **Travel** – All travel-related costs, including mileage/airfare, hotel, conference registration and travel-related meals.



## Section 3: Financial Report Part 4

- **Expense Categories Cont.**
  - **Supplies and Materials** – includes many but not all costs formerly classified as Library Literacy Materials and Operations. Includes circulation materials, library literacy materials, and subscriptions for publications (but not subscriptions for databases).
  - **Equipment** – Equipment \$5,000 or more per unit. NOTE: Needs approval before purchasing. (Equipment under \$5,000 now goes under Supplies.)



## Section 3: Financial Report Part 5

- **Expense Categories Cont.**
  - **Services** – Includes contract staff, performers, workshop leaders, licenses, subscriptions to organizations, databases, data plans, or learning platforms.
  - **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 3: Financial Report Part 6

- Overview of budget categories changes (**RED TEXT** = categories no longer in use)
  - Salaries, wages, and benefits = **Salary and Benefits**
  - ~~Contract Staff~~—~~Limited-term literacy staff under contract~~ Contract staff now goes under **Services**
  - ~~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~~ Move to **Travel, Services, and Supplies and Materials** as appropriate

## Section 3: Financial Report Part 7

- Overview of budget categories changes cont. (**RED TEXT = categories no longer in use**)
  - ~~Library Literacy Materials~~—Includes circulation materials, materials for learners, such as consumable workbooks and other texts Move to **Supplies and Materials**
  - ~~Small Equipment~~—Tablets, computers, and other small equipment Move to **Supplies and Materials**
  - Equipment = **Equipment**
  - Indirect = **Indirect**



## Section 3: Financial Report Part 8

- **Does your library have ESL funds that need to be spent?**
  - Does your library have 2021-2022 ESL funds that currently need to be spent?
    - If "yes" in 3.2.a., how much remaining 2021-2022 ESL funds need to be spent?
  - Does your library have 2022-2023 ESL funds that currently need to be spent?
    - If "yes" in 3.2.b., how much remaining 2023-2023 ESL funds need to be spent?
- If you answered "yes" to 3.2.a. or 3.2.b., do you have an approved spending plan on file?



## Section 4: 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. (#)

## Support Resources

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

- 2024-2026 ESL Continuing Libraries Application Instructions
- 2024-2026 ESL Continuing Libraries Application Blank Template
- [CLLS FAQ Sheet](#)
- CLLS Allowable and Unallowable Expenses Document (updated for 2024-2025)
- [Staff Salary Chart](#)



## Contact us!

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Questions?

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