

# 2023-2024 Mid-Year Report & 2024-2025 Pre-Application Information Session

Wednesday, January 3 | 11:00 am



# CLLS Team

Your CLLS team at the California State Library:

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# Today's Agenda

- Mid-Year Report & Pre-Application Purpose
- Mid-Year Report & Pre-Application Deadline
- Spending for 2023-2024 Program Period
- Encumbrance Deadline
- “Encumbered” Definition
- Budget Modifications
- CLLS Mid-Year Report & Pre-Application Overview
- CLLS Mid-Year Report & Pre-Application Resources
- Questions?



# Mid-Year Report Purpose

The 2023-2024 Mid-Year Report helps us better support you during the year—especially to:

- Help you stay on track with spending your CLLS funds
- Make your final report for the year a bit easier
- Release your remaining 10% of your 2023-2024 CLLS Adult Literacy Services funds



# Pre-Application Purpose

The 2024-2025 Pre-Application helps us get an idea of each CLLS program's plans for 2024-2025 to better plan for the 2024-2025 program period by learning:

- Whether you plan on continuing your current CLLS programs
- Whether you intend to apply for family literacy services
- Any significant changes to your program



# Mid-Year Report & Pre-Application Deadline

The 2023-2024 CLLS Mid-Year Report and 2024-2025 Pre-Application is due:

**Wednesday, January 31, 2024,  
by 5:00 pm**



# Spending for 2023-2024 Program Period

- We expect 2023-2024 CLLS funds to be spent by **June 30, 2024**.
- This report is capturing any CLLS funds spending between July 1, 2023 and December 31, 2023.



# Encumbrance Deadlines

- 2023-2024 CLLS funds must be “encumbered” by **May 31, 2024**.
- Encumbered 2023-2024 CLLS funds may spent between July 1, 2024, and December 31, 2024.





# “Encumbered” Definition

- **“Encumbered”** means having an approved budget on file with the California State Library showing your spending plan for the July 1, 2024 – December 31, 2024, encumbrance period.



# Budget Modifications

- If your spending plan differs from your approved budget on file, you must complete a Budget Modification Form by **May 31, 2024**.



# CLLS Mid-Year Report Overview

The 2023-2024 CLLS Mid-Year Report has four sections:

1. Jurisdiction Information
2. Program Information
3. Description of Programs and Activities
4. Financial Report for 2023-2024 Funds

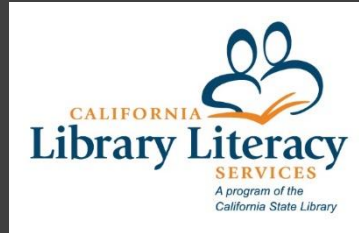


# Section 1: Jurisdiction Information



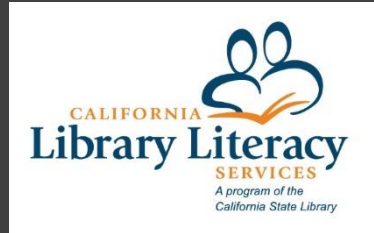
- Library Information
- Literacy Program Coordinator's Contact Information
- Library Director's Contact Information
- Authorized Representative(s) Information

## Section 2: Program Information



- Program Name
- How was your 2023-2024 program provided?
  - If an option other than “In-house by the library” is selected, a separate text box will open to add the other agency’s name and director information.

# Section 3: Description of Programs and Activities



Complete each section for the 2023-2024 CLLS program(s) you offer:

- Program (yes/no check box)
- Description of program activities between **July 1, 2023 - December 31, 2023. (150 words)**
- Description of any challenges with your program. **(150 words)**
- Are you on track to spend your 2023-2024 CLLS program funds?  
(yes/no dropdown)

## Section 4: Financial Report



- Use this section to report only the spending of your 2023-2024 CLLS Adult Literacy Services, Family Literacy Services (if applicable), and ESL Services (if applicable) funds expended between **July 1, 2023 – December 31, 2023**.
- **Do not report** any remaining CLLS encumbered funds from a previous reporting period spent during this period.
- Narrative description of expenses is not required for the Mid-Year Report.

# Section 4: Financial Report Example



## Section 4: Financial Report for 2022-2023 Funds

Use this section to report the 2022-2023 CLLS Adult Literacy Services, Family Literacy Services, and ESL Services funds expended between July 1, 2022 and December 31, 2022.

	<u>ALS - CLLS</u>	<u>FLS - CLLS</u>	<u>ESL - CLLS</u>	<u>Grand Totals</u>	<u>Narrative</u>
<b>Salaries &amp; Benefits</b>	<input type="text"/> \$5,000	<input type="text"/> \$10,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$20,000	<input type="text"/>
<b>Contract Staff</b>	<input type="text"/> \$1,000	<input type="text"/> \$500	<input type="text"/> \$5,000	<input type="text"/> \$0 \$6,500	<input type="text"/>
<b>Operations</b>	<input type="text"/> \$6,000	<input type="text"/> \$1,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$12,000	<input type="text"/>
<b>Library Literacy Materials</b>	<input type="text"/> \$3,000	<input type="text"/> \$10,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$18,000	<input type="text"/>
<b>Small Equipment</b>	<input type="text"/> \$1,000	<input type="text"/> \$500	<input type="text"/> \$5,000	<input type="text"/> \$0 \$6,500	<input type="text"/>
<b>Equipment (\$5,000+)</b>	<input type="text"/> \$5,000	<input type="text"/> \$5,000	<input type="text"/> \$5,000	<input type="text"/> \$0 \$15,000	<input type="text"/>
<b>Subtotal</b>	<input type="text"/> \$0 \$21,000	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/> \$0 \$78,000	<input type="text"/>
<b>Indirect</b>	<input type="text"/> \$2,100	<input type="text"/> \$2,700	<input type="text"/> \$5,000	<input type="text"/> \$0 \$9,800	<input type="text"/>
<b>Total</b>	<input type="text"/> \$0 \$23,100	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/> \$0 \$87,800	<input type="text"/>



## Section 4: Financial Report Cont.



There is one new section on the 2023-2024 Mid-Year Report:

- Does your library have 2021-2022 CLLS funds that currently need to be spent?
- Does your library have 2022-2023 CLLS funds that currently need to be spent?
- Do you have an approved spending plan on file?

# CLLS Pre-Application Overview

The 2024-2025 CLLS Pre-Application has two sections:

1. Current Program Information
2. New CLLS Family Literacy Program
  - NOTE: This section is only completed if you plan to begin offering a family literacy program in 2024-2025.

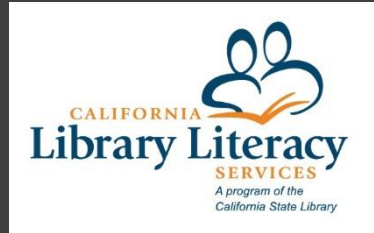


## Section 5.1 Current Program Information



- Plans to continue Adult Literacy Services in 2024-2025
- Plans to continue Family Literacy Services in 2024-2025
- Any significant changes to your program(s) in 2024-2025
- Interest in beginning Family Literacy Services in 2024-2025

## Section 5.2 New CLLS Family Literacy Program



This section is only for programs interested in beginning a new Family Literacy Services program in 2024-2025.

- Describe your planned family literacy services program
- Anticipated number of enrolled adult learners served
- Anticipated number of enrolled adult learner children served
- Anticipated number of unenrolled but eligible adult learners and families served

# CLLS Mid-Year Report and Pre-Application Resources

- [2023-2024 CLLS Mid-Year Report and 2024-2025 Pre-Application Instructions](#)
- [2023-2024 CLLS Mid-Year Report and 2024-2025 Pre-Application Blank Template](#)
- [CLLS Allowable and Unallowable Expenses Document](#) (August 2023)
- [Allyson's Open Office Hours](#)



# CLLS Team Reminder

Your CLLS team at the California State Library:

- Beverly Schwartzberg, Library Programs Consultant
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# Questions?

