



California Library Literacy Services 2023-2024 Mid-Year Report and 2024-2025 Pre-Application Instructions

Grant Period: July 1, 2023 – June 30, 2024
Report Period: July 1 – December 31, 2023

Deadline: Wednesday, January 31, 2024

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Timeline

- Tuesday, January 2, 2024 – Report opens
- **Wednesday, January 3, 2024** – 2023-2024 CLLS Mid-Year Report Information Session at 11:00 am. [Register for the information session.](#)
- **Thursday, January 18, 2024** – 2023-2024 CLLS Mid-Year Report Q&A Session – General Questions at 11:00 am. [Register for Q&A Session.](#)
- **Wednesday, January 31, 2024** – Application is due by 5:00 pm on Counting Opinions
- **February 2024** – Report review period
- **March 2024** – Report 2023-2024 CLLS Mid-Year Report certification forms and claim forms for 2023-2024 CLLS Adult Literacy Services final 10% emailed to grantee’s authorized representatives via DocuSign

CLLS Adult Literacy Services Definition of an Adult Learner

According to CLLS guidelines, an adult learner enrolled in CLLS Adult Literacy Services is an individual who:

- is 16 years or older and not concurrently enrolled in high school or another degree-granting program or college-degree program (Career Online High School learners may count as a CLLS learner if they receive individual tutoring)
- seeks literacy services for themselves in English and can do the intake interview in English
- is willing to be assessed and complete an intake interview and assessment that includes reading and writing skills
- has established one or more personal learning goals related to reading and/or writing
- spends a large proportion of their tutoring or instructional time working on improving reading skills and/or writing skills
- has attended at least two tutoring sessions in the current fiscal year

CLLS ESL Services Definition of an ESL Learner

According to CLLS guidelines, an ESL learner enrolled in CLLS ESL Services is an individual who:

- is 16 years or older and not concurrently enrolled in high school or another degree-granting program or college-degree program (Career Online High School learners may count as a CLLS learner if they receive individual tutoring)
- seeks literacy services for themselves although they may not be able to do the intake interview in English
- is willing to be assessed and complete an intake interview and assessment that includes listening and speaking skills
- has established one or more personal learning goals, including communication-related (listening and speaking) goals
- spends a large proportion of their tutoring or instructional time working on English

- language acquisition, conversational fluency, and pronunciation
- has attended at least two tutoring sessions in the current fiscal year

Types of Programs Supported by CLLS Services

According to CLLS guidelines, a CLLS learner can receive instruction in the following formats:

- One-on-one tutoring
- Small group instruction in groups that average 2 to 8 people
- Class instruction in groups that average 9 or more attendees
 - NOTE: To offer large group learning sessions, there should be a justifiable need for this service that does not duplicate the efforts of community partners or other organizations in your community.
- Computer lab time with some help from staff and volunteers

CLLS Definition of Family Literacy Services

According to CLLS guidelines, family literacy services can be provided in the following ways:

- Support enrolled adult learners meet their family learning goals with special programming to meet these needs
- Outreach to eligible-but-not-yet-enrolled adult learners and their families with a direct connection back to the literacy program with the goal to enroll learners in adult literacy

Types of Family Literacy Services Programs Supported by CLLS

According to CLLS guidelines, family literacy services can be offered in the following ways (also see the [“Family Literacy Services Overview”](#)):

- Direct programming – Workshops, family literacy programs, and family literacy events
- Passive programming – Services for adult learners and families with an interactive element connecting back to literacy program
- Outreach – Activities connecting adult learners and families to literacy program

Mid-Year Report Overview

The 2023-2024 CLLS Mid-Year Report and Pre-Application can be accessed on [Counting Opinions](#). On the Counting Opinions homepage, you will click, “CLLS Mid-Year Report Form.” The period is “2023/2024.” This report contains five required sections:

1. Jurisdiction Information
2. Program Information
3. Description of Programs and Activities
4. Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services
5. 2024-2025 Pre-Application

Section 1. Jurisdiction Information

This section requests jurisdiction information for the following categories:

1.1 Library Information

- a. Full legal name of library jurisdiction
- b. Street
- c. City
- d. Zip

1.2 Literacy Program Coordinator's Contact Information

- a. Name
- b. Email
- c. Phone
- d. Is this a new coordinator since September 2023?

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. Is this a new library director since September 2023?

1.4 Authorized Representative Information

The "Authorized Representative" refers to the person/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.

- a. Authorized representative's name
- b. Authorized representative's email
- c. Is this individual the correct signatory on any claim forms?
 - If "No" was selected for question 1.4.c., please indicate the correct individual's name and email address.
- d. Is this individual the correct signatory on any certifications?
 - If "No" was selected for question 1.4.d., please indicate the correct individual's name and email address.
- e. Is this individual the correct signatory on any reports?
 - If "No" was selected for question 1.4.e., please indicate the correct individual's name and email address.

Section 2. Program Information

This section requests program information for the following categories:

Section 2.1 Basic Program Information

- a. Program Name
- b. How was the program be provided?
 - In-house by the library
 - Contract with another library (please provide the library's name and the director's contact information in b.i.)
 - Contract with another agency (please provide the agency's name and the director's contact information in b.i.)
 - Other (please provide the organization's name and the director's contact information in b.i.)

Section 3. Description of Programs and Activities

3.1 Adult Literacy Services

- a. Adult Literacy Services (Y/N)
- b. Please describe your program activities from July 1, 2023, through December 31, 2023, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. Please describe any challenges you are experiencing with your Adult Literacy Services program or program activities. If so, what can the State Library do to help with those challenges (Ex: Training, community conversations, etc.) (max. 150 words)
- d. Are you on track to spend your 2023-2024 Adult Literacy CLLS Funds?

3.2 Family Literacy Services

- a. Family Literacy Services (Y/N)
- b. Please describe your program activities from July 1, 2023, through December 31, 2023, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. Please describe any challenges you are experiencing with your Family Literacy Services program or program activities. If so, what can the State Library do to help with those challenges (Ex: Training, community conversations, etc.) (max. 150 words)
- d. Are you on track to spend your 2023-2024 Family Literacy CLLS Funds?

3.3 ESL Services

- a. ESL Services (Y/N)
- b. Please describe your program activities from July 1, 2023, through December 31, 2023, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. Please describe any challenges you are experiencing with your ESL Services program or program activities. If so, what can the State Library do to help with those challenges (Ex: Training, community conversations, etc.) (max. 150 words)
- d. Are you on track to spend your 2023-2024 ESL CLLS Funds?

3.4 Comments

- Is there anything else you would like to share?

Section 4. Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services

Please complete the following financial report that documents *only* the expenditures for your CLLS award(s) in Adult Literacy Services, Family Literacy Services (if applicable), and ESL Services (if applicable). A narrative of expenditures is appreciated, but it is not required for this report.

NOTE: You are only reporting on your CLLS funds spent between July 1, 2023 – December 31, 2023. Local funds will be reported on your 2023-2024 CLLS Final Report.

Budget Categories	ALS-CLLS	FLS - CLLS	ESL – CLLS	Grand Totals	Narrative of expenses
Salaries & Benefits				Auto	
Contract Staff				Auto	
Operations				Auto	
Literacy Materials				Auto	
Small Equipment				Auto	
Equipment (\$5,000+)				Auto	
Subtotal	Auto	Auto	Auto	Auto	
Indirect				Auto	
Totals	Auto	Auto	Auto	Auto	

4.2 Does your library have remaining CLLS funds that need to be spent?

If applicable, please report any remaining funds that need to be spent from the 2021-2022 or 2022-2023 CLLS program periods.

- Does your library have 2021-2022 CLLS funds that currently need to be spent?
 - If “yes” in 4.2.a., how much remaining 2021-2022 CLLS funds need to be spent?
- Does your library have 2022-2023 CLLS funds that currently need to be spent?
 - If “yes” in 4.2.b., how much remaining 2022-2023 CLLS funds need to be spent?
- If you answered “yes” to 4.2.a. or 4.2.b., do you have an approved spending plan on file?

Section 5. 2024-2025 Pre-Application

Please complete the following pre-application section to describe your plans for CLLS in the 2024-2025 program period.

5.1 Current Program Information

- a. Are you continuing your CLLS Adult Literacy Services program in 2024-2025?
- b. If you currently have a Family Literacy Services program funded by CLLS, do you plan on continuing this program in 2024-2025?
- c. Do you anticipate any significant changes to your program(s) in 2024-2025?
 - o If “yes” in 5.1.c., please explain any foreseeable changes to your program(s) in 2024-2025. (Ex. Changes in local funding, vacancies, or other significant areas).
- d. Are you interested in beginning a CLLS Family Literacy Services Program in 2024-2025?
 - o If you answer “yes,” please complete 5.2 below.

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 2024-2025.

- 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.
- b. Anticipated number of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.
- c. Anticipated number of children of adults enrolled in your CLLS Adult Literacy Services program who will receive family literacy services.
- d. Anticipated number of other families that include an unenrolled adult who is eligible for your CLLS program who will receive family literacy services.

Application Assistance

Resources for Completing the Mid-Year Report

The California Library Literacy Services state grant team provides application support in various ways:

- Refer to the [CLLS FAQ Sheet](#) for frequently asked California Library Literacy Service questions.
- Refer to the [CLLS Allowable and Unallowable Expenses](#) for support on how California Library Literacy Service funds may be expended.
- Refer to the [Staff Salary Chart](#) for support calculating salary and benefits costs and respective FTE.
- Refer to the “[Family Literacy Services Overview](#)” for general implementation guidance on California Library Literacy Service Family Literacy Services.
- A **2023-2024 CLLS Mid-Year Report Information Session** will be held **Wednesday, January 3, 2024 at 11:00 am**. [Register for the information session](#).
- A **2023-2024 CLLS Mid-Year Report Q&A Session – General Questions** will be held **Thursday, January 18, 2024 at 11:00 am**. [Register for Q&A Session](#).
- Please contact the California Library Literacy Service state grant team for support:
 - o Beverly Schwartzberg, Library Programs Consultant, beverly.schwartzberg@library.ca.gov

- Allyson Jeffredo, Literacy & Grants Analyst, allyson.jeffredo@library.ca.gov
- One-on-one support is available with Allyson Jeffredo. Use [Calendly](#) to see available times and to schedule a meeting.
- Additional support materials can be found at the California Library Literacy Service webpage, libraryliteracy.org.

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, 2023, through December 31, 2023, 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, 2023, and December 31, 2023, 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, 2023, through December 31, 2023, 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.

Submitting Your Report on Counting Opinions

If you need support to submit your report through Counting Opinions, please follow the guide below to fully submit your 2023-2024 CLLS Mid-Year Report:

- When you log into [Counting Opinions](#), select the “CLLS Mid-Year Report Form.”

The screenshot shows the California State Library Counting Opinions dashboard. At the top, there is a navigation bar with links for Upload File, Accounts, Collection Management, Page Editor, Portal Configuration, Help Editor, Profile, Libraries, Locations, and Maps. Below the navigation bar is the California State Library logo. The main content area is titled "Welcome California State Library" and contains a section "Select button below to complete a CLLS Report" with several buttons: "CLLS Application Form", "CLLS Mid-Year Report Form" (circled in red), "CLLS Final Report Form", "ESL Continuing Application", and "ESL Application". Below this is a section "Summer at Your Library 2023 Survey" with a "Summer @ Your Library" button and a "Deadline October 12, 2023" note. At the bottom, there is a "Ready Reports" button. A footer contains contact information and copyright details for Counting Opinions (COOLRIE) Ltd.

- Make sure you are completing the CLLS Mid-Year Report for the "2023-2024" period:

The screenshot shows the CLLS Mid-Year Report form in the Counting Opinions system. The form is titled "Data Input" and has a "Form" dropdown menu set to "CLLS Mid-Year Report" and a "Library" dropdown menu set to "California State Library". The "Period" dropdown menu is set to "2023-2024" and is circled in red. The form includes a "Recalculate" button, a "Verify" button, and a "Submit/Lock" button. The form content area is currently blank, with "Instructions" visible below the form field.

- Once you have completed your report, select the "Verify" button:

- If your report is ready to submit, you will receive a "Verified!" alert and the "Submit/Lock" button will appear. If your report is missing some type of information, you may get an alert or alerts listed in a red banner across your report:

- To view areas that need to be corrected, you can click each message, which will take you to the portion of the report that needs correcting. There are a few ways to clear an edit check. First, ensure that the required "Narrative" section has been completed if one is available. Second, input an explanation in the "Note" field to the left of the area causing an edit check. Finally, you may need to provide an answer in the field causing an edit check (highlighted in yellow below).

- Once each area is corrected, you will hit "Verify" again.
- If "Verified!" appears, you are ready to hit "Submit/Lock." If submission is successful, your side will read "Locked" in red:

- At this point, no more changes can be made to your report. You are welcome to print a copy of the report for your records. If you need to make any changes after your report has been locked, please contact Allyson Jeffredo (allyson.jeffredo@library.ca.gov) to unlock your report for edits.