



Preparing for the 2024-2025 CLLS Year

Wednesday, July 10 | 11:00 am

CLLS Team

Your CLLS Team is here for you!

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Agenda

Today we're going to cover:

- Welcome
- 2023-2024 Remaining Activities
- 2024-2025 Timeline of Activities
- 2024-2025 Changes to Spending
- 2024-2025 Data Collection Changes
- Additional Support & Resources
- Questions?



2023-2024 Remaining Activities

- **June 30, 2024** – Last day of the program period
- **August 1, 2024** – 2023-2024 CLLS Final Report opens
- **September 30, 2024** – 2023-2024 CLLS Final Report is due
- **October – November 2024** – CLLS Final Report review period
 - Libraries may receive comments/questions about submitted report.
 - Authorized representatives will receive a certification form via DocuSign after the report has been reviewed and approved.
- **December 31, 2024** – All encumbered 2023-2024 CLLS funds must be fully spent
 - An approved encumbrance request should be on file.



2024-2025 Timeline of Activities

- **July 1, 2024** – 2024-2025 program period begins
- **July-August 2024** – 2024-2025 CLLS award packets will be sent through DocuSign
 - NOTE: CLLS ESL programs have received their 2024-2025 ESL award funds and can begin spending as of July 1, 2024.
- **Fall 2024** – CLLS will transition to AmpliFund
- **January 1, 2025** – 2024-2025 CLLS Mid-Year Report opens
- **January 31, 2025** – 2024-2025 CLLS Mid-Year Report is due
- **February 2025** – 2024-2025 CLLS Mid-Year Reports are reviewed
 - Authorized representatives will receive a certification form, the claim form for your 2024-2025 final 10%, and 2025-2026 CLLS ESL award funds for ESL programs via DocuSign after the report has been reviewed and approved.



2024-2025 Timeline of Activities Cont.

- **April 2025** – 2025-2026 CLLS Application opens
- **May 2025** – 2025-2026 CLLS Application is due
- **May 31, 2025** – 2024-2025 budget modifications and encumbrance requests are due
- **August 2025** – 2024-2025 CLLS Final Report opens
- **September 2025** – 2024-2025 CLLS Final Report is due
 - NOTE: All 2024-2025 CLLS encumbered funds must be spent by September 31, 2025, OR the final report due date.



2024-2025 Changes to Spending

CLLS funds and local matching funds **can not** be used to:

- Provide promotional items, such as pens, pencils, notebooks, etc., during outreach events. These items are still okay for enrolled learners and tutors.
- Provide learning kits or bags during outreach events. These items are still okay for enrolled learners and tutors
- Purchase furniture except as an indirect expense, which cannot exceed 10%
- Pay for parking fees or transit passes
- Pay for general library operations cost recovery

NOTE: Can pay for these costs locally, but they can not be reported



2024-2025 Data Collection Changes

The following areas have changed:

- New Budget Categories
- Details about learner demographics
- Details about CLLS programs
- Details about volunteers
- Details about outreach activities
- Details for Roles & Goals



New Budget Categories

These are the categories used to complete your 2024-2025 CLLS Continuing Application:

- Salary, wages, and benefits
- Consultant fees
- Travel
- Supplies & Materials
- Equipment (items \$5,000 or more per unit)
- Services
- Indirect



Learner Demographics

Learner race/ethnicity categories are now combined and must be collected separately for adult literacy and ESL learners:

- American Indian or Alaska Native
- Chinese
- Japanese
- Filipino
- Korean
- Vietnamese
- Asian Indian
- Laotian
- Cambodian
- Guamanian
- Samoan
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White
- Other
- Prefer not to say



Other Learner Demographics

Other learner demographic categories have not changed and must be collected separately for adult literacy and ESL learners :

- Learner age categories
- Learner gender categories
- Learner prior education categories
- Learner home/primary language (for ESL learners only)



Adult Literacy & ESL Activity Information

One-on-One Tutoring Information (must be collected separately for adult literacy and ESL learners)

- Format of one-on-one tutoring sessions:
 - In-person
 - Virtual
 - Combination of in-person or virtual
- Average length (in hours) of one-on-one tutoring sessions
- Number of one-on-one tutoring sessions



Adult Literacy & ESL Activity Information

Part 2

Small Group and Large Class Information will now be reported together (must be collected for adult literacy and ESL learners)

- Format of small group and large classes:
 - In-person
 - Virtual
 - Combination of in-person or virtual
- Length of small group and large class sessions
- Number of small group and large class sessions
- Average number in attendance per small group and large class session



Adult Literacy & ESL Activity Information

Part 3

Walk-in Tutoring Information (must be collected separately for adult literacy and ESL learners)

- Format of walk-in tutoring sessions:
 - In-person
 - Virtual
 - Combination of in-person or virtual
- Total number of walk-in tutoring sessions
- Average number of walk-in tutoring sessions per month



Family Literacy Activity Information

Family One-on-One Tutoring Information (must be collected separately for enrolled and eligible-but-not-yet-enrolled learners)

- Format of one-on-one tutoring sessions:
 - In-person
 - Virtual
 - Combination of in-person or virtual
- Average length (in hours) of one-on-one tutoring sessions
- Number of one-on-one tutoring sessions



Family Literacy Activity Information Part 2

Small Group or Large Class Information will now be reported together (must be collected separately for enrolled and eligible-but-not-yet-enrolled learners)

- Format of small group and large classes:
 - In-person
 - Virtual
 - Combination of in-person or virtual
- Length of small group and large class sessions
- Number of small group and large class sessions
- Average number in attendance per small group and large class session



Volunteer Information

The volunteer information collected has undergone two changes:

1. Volunteer demographic data will no longer be reported
2. Volunteer data has been simplified



Volunteer Information Cont.

The following volunteer information will be collected:

- Number of individuals who served as a volunteer
- Number of volunteer hours (both instruction and non-instruction)
- Length in hours of basic tutor training
- Number of times basic tutor training was offered
- Did you offer continuing education for tutors (training after they received basic tutor training)? (Yes/No)



Outreach Information

Outreach information will be collected for your Adult Literacy, Family Literacy (if applicable), and ESL Services (if applicable).

- Types of outreach events you attended to engage the community in literacy services
 - Community fairs/festivals
 - School district or other agency literacy events
 - Back-to-school nights
 - Parent council meetings
 - Workforce development events
 - Health and human services events
 - Jails or prison events
 - Reporting centers
 - Other



Outreach Information Cont.

Outreach information will be collected for your Adult Literacy, Family Literacy (if applicable), and ESL Services (if applicable).

- Number of outreach events attended during the reporting period
- Number of individuals contacted through outreach
- For libraries with FLS programs, the number of books to build home libraries provided at outreach events for eligible families.
- Types of benefits seen from outreach efforts
 - Enrolled new learners
 - Recruited volunteers
 - Received money or in-kind support
 - Formed or strengthened community connection
 - Other



Roles & Goals

Roles & Goals has undergone some slight changes:

- The goal categories have been simplified from 32 goals to 21 goals
- ESL-related goals have been added
- An “other” option is now included for each role



Roles & Goals Part 2

You will continue reporting Roles & Goals per learner in the following categories:

- Number of adult learners and ESL learners who **set** at least one goal during the reporting period
- Number of adult learners and ESL learners who **made progress toward** at least one goal during the reporting period
- Number of adult learners and ESL learners who **met** at least one goal during the reporting period



Roles & Goals Part 3

You will continue reporting the number of adult and ESL learners who set, made progress toward, and met each goal:

Lifelong Learner

- Learn the alphabet, letters, or sounds
- Read a book, magazine, or news
- Write a letter, poem, story, or essay
- Use technology skills
- Use the library
- Get a diploma
- Improve communication skills
- Other (write in a specific goal if the goal cannot be connected to a goal listed above)

Worker

- Get a job or a better job
- Apply for a job
- Perform current job better
- Get a license or certificate for work
- Other (write in a specific goal if the goal cannot be connected to a goal listed above)



Roles & Goals Part 4

You will continue reporting the number of adult and ESL learners who set, made progress toward, and met each goal:

Family Member

- Read a book with a family member
- Help a family member with homework and studying
- Read a medicine label (or other health-related documents)
- Improve financial skills
- Build confidence speaking with or for my family
- Other (write in a specific goal if the goal cannot be connected to a goal listed above)

Community Member/Citizen

- Access community resources (such as WIC, Medi-Cal/Medicare, CalFresh, or other services)
- Get involved in the community (such as volunteer at a community organization, school, place of worship, etc.)
- Get a driver's license
- Become a citizen
- Vote
- Other (write in a specific goal if the goal cannot be connected to a goal listed above)



Additional Support & Resources

- **Tuesday, July 16 - 3:00 pm** - 2024-2025 CLLS Program Period and Data Changes Q&A #1 - [Register for Q&A #1](#).
- **Wednesday, July 24 - 3:00 pm** - 2024-2025 CLLS Program Period and Data Changes Q&A #2 - [Register for Q&A #2](#).
- Refer to the [2024-2025 CLLS Data Collection Overview](#) for data collection guidance.
- Refer to the [CLLS Manage Your Current Grant](#) page for other helpful CLLS guidance documents.
- Refer to the [CLLS FAQ Sheet](#) for frequently asked CLLS questions. Updated version coming soon!
- Refer to the [2024-2025 CLLS Allowable and Unallowable Expenses](#) for support on how CLLS funds may be expended.
- Schedule a one-on-one meeting with Allyson through [Calendly](#).
- Schedule a one-on-one meeting with Lisa via [Bookings](#).



Questions?

