



California Library Literacy Services 2024-2025 Mid-Year Report and 2025-2026 Pre-Application Instructions

Grant Period: July 1, 2024 – June 30, 2025
Report Period: July 1 – December 31, 2024

Deadline: Monday, February 3, 2025, at 5:00 pm

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Timeline

- Thursday, January 2, 2025 – Report opens
- **Tuesday, January 7, 2025** – 2024-2025 CLLS Mid-Year Report Information Session at 11:00 am. [Register for the information session.](#)
- **Wednesday, January 22, 2025** – 2024-2025 CLLS Mid-Year Report Q&A Session at 2:00 pm. [Register for Q&A Session.](#)
- **Monday, February 3, 2025** – Application is due by 5:00 pm on [Counting Opinions](#)
- **February 2025** – Report review period
- **March 2025** – 2024-2025 CLLS Mid-Year Report certification forms and claim forms emailed to grantee’s authorized representatives via DocuSign

Mid-Year Report and Pre-Application Goals

The goal of the 2024-2025 CLLS Mid-Year Report is to:

- Get insight into your programs and activities for the first six months of the program period.
- Identify any programmatic or financial challenges so that we may address them before the end of the program period.
- Release your library’s final 10% of your 2024-2025 CLLS award.

The goal of the 2025-2026 CLLS Pre-Application is to:

- Learn about your library’s plan to continue participating in CLLS.
- Learn about whether your library would like to add CLLS Family Literacy Services.
- Use this information to finalize 2025-2026 CLLS projected award amounts that are used to complete your 2025-2026 CLLS Application.

Important CLLS Definitions

Below are important CLLS definitions to help complete your report.

CLLS Definition of an Adult Literacy Learner

A person must meet the following criteria to enroll in CLLS Adult Literacy Services (ALS):

- Be at least 16 years old and not enrolled in high school or another degree-granting program.
- Seek literacy services for themselves in English and can do the intake interview in English.
- Complete an intake interview and assessment that includes reading and writing skills.
- Have established one or more learning goals related to reading and/or writing.
- Spend most of their instructional time improving reading skills or writing skills.

- Attend at least two instructional sessions in the current program period.

Once a person meets these criteria, they are considered an "enrolled adult learner."

CLLS Definition of an ESL Learner

A person must meet the following criteria to enroll in CLLS ESL Services:

- Be at least 16 years old and not enrolled in high school or another degree-granting program.
- Seek literacy services for themselves in English although they may not be able to do the intake interview in English.
- Complete an intake interview and assessment that includes listening and speaking skills.
- Have established one or more learning goals, including communication-related (listening and speaking) goals.
- Spend most of their instructional time improving their English skills, such as conversation and pronunciation.
- Attend at least two instructional sessions in the current program period.

Once a person meets these criteria, they are considered an "enrolled ESL learner."

Types of Programs Supported by CLLS Services

A CLLS learner can receive instruction in the following formats:

- One-on-one tutoring
- Small group or large class instruction in groups that average 2 or more people
 - NOTE: To offer large class 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.
- Walk-in tutoring or literacy-related computer lab time with some help from staff and volunteers

CLLS Family Literacy Services Goals

The goals of the CLLS FLS program are to:

- Support enrolled adult learners and ESL learners (if a program receives CLLS ESL funds) to meet their family learning goals through special programming.
- Engage eligible-but-not-yet-enrolled adult learners or ESL learners (if a program receives CLLS ESL funds) and their families. Outreach services should connect directly back to the literacy program. The goal for FLS outreach is to enroll learners in adult literacy or ESL services.

The priority for CLLS FLS programs is to serve enrolled adult learners and their families.

Types of Family Literacy Services Programs Supported by CLLS

Family literacy services can be offered in the following ways:

- In-depth programming – Workshops, programs, and events that include an educational element targeted for either enrolled adults or eligible-but-not-yet-enrolled adults and their families.
- Passive programming – Services for either enrolled adults or eligible-but-not-yet-enrolled adult learners and families that do not involve a physical program at a library setting but may involve virtual or independent services with an interactive element that connects to the library. Examples of a passive program include a literacy learning kit available for check-out or a video version of a family literacy program available on YouTube with family activities that connect to the library.
- Outreach – Activities conducted in the community that provide information about literacy services and connect eligible adult learners and families to literacy program.

Mid-Year Report Overview

The 2024-2025 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 “2024/2025.” 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. 2025-2026 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 2024?

1.3 Library Director’s Contact Information

If the library contracts with another agency to provide library literacy services, 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 2024?

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., 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., 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., 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 (provide the library's name and the director's contact information in b.i.)
 - Contract with another agency (provide the agency's name and the director's contact information in b.i.)
 - Other (provide the organization's name and the director's contact information in b.i.)

Section 3. Description of Programs and Activities

This section requests information about the programs and activities you conducted between July 1, 2024, and December 31, 2024.

3.1 Adult Literacy Services

- a. Adult Literacy Services (Y/N)
- b. Describe your program activities from July 1, 2024, through December 31, 2024, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. 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. Approximately how many adult learners did you serve between July 1, 2024 - December 31, 2024?
- e. Are you on track to spend your 2024-2025 Adult Literacy CLLS Funds?

3.2 Family Literacy Services

- a. Family Literacy Services (Y/N)
- b. Describe your program activities from July 1, 2024, through December 31, 2024, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. 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. Approximately how many enrolled adult learner families did you serve between July 1, 2024 - December 31, 2024?
- e. Are you on track to spend your 2024-2025 Family Literacy CLLS Funds?

3.3 ESL Services

- a. ESL Services (Y/N)
- b. Describe your program activities from July 1, 2024, through December 31, 2024, including: We did what, how, for whom, with what benefits (max. 150 words)
- c. 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. Approximately how many ESL learners did you serve between July 1, 2024 - December 31, 2024?
- e. Are you on track to spend your 2024-2025 CLLS ESL Funds?

3.4 Comments

In this section, describe any changes or challenges that may impact your program between January 1, 2025 - June 30, 2025.

- a. Describe any program changes or challenges since you submitted your application last spring.
- b. Would you like to receive one-on-one support for the changes or challenges you identified in 3.4.a.?
- c. Is there anything else you would like to share? We welcome great stories.

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

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) between July 1, 2024 – December 31, 2024. A narrative of expenditures is appreciated, but it is not required for this report. Do not include encumbered CLLS funds from a previous program period or local funds in this section. Local funds will be reported on your 2024-2025 CLLS Final Report.

Budget Categories	ALS-CLLS	FLS - CLLS	ESL – CLLS	Grand Totals	Narrative of expenses
Salaries & Benefits				Auto	
Consultant Fees				Auto	
Travel				Auto	
Supplies and Materials				Auto	
Equipment (\$5,000+)				Auto	
Services				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?

In this section, report the total remaining CLLS funds for each previous program period. These are funds that you have not spent by the time you complete this report. These figures should include encumbered CLLS funds if they have not been spent.

- a. Does your library have 2022-2023 CLLS funds that currently need to be spent?
 - o If “yes” in 4.2.a., how much remaining 2022-2023 CLLS funds need to be spent?
- b. Does your library have 2023-2024 CLLS funds that currently need to be spent?
 - o If “yes” in 4.2.b., how much remaining 2023-2024 CLLS funds need to be spent?
- c. If you answered “yes” to 4.2.a. or 4.2.b., do you have an approved spending plan on file?

Section 5. 2025-2026 Pre-Application

In this section, report your program plans for the 2025-2026 program period. You will complete a full application for 2025-2026 during the spring. If you have any questions, contact your state grant team or email CLLS@library.ca.gov.

5.1 Current Program Information

- a. Are you continuing your CLLS Adult Literacy Services program in 2025-2026?
- b. If you currently have a Family Literacy Services program funded by CLLS, do you plan on continuing this program in 2025-2026?
- c. Do you anticipate any significant changes to your program(s) in 2025-2026?
 - o If you answer “yes” in 5.1.c., explain any foreseeable changes to your program(s) in 2025-2026. (Ex. Changes in local funding, vacancies, or other significant areas).
- d. Are you interested in beginning a CLLS Family Literacy Services Program in 2025-2026?
 - o NOTE: If you currently have a CLLS Family Literacy Services program, leave this question blank. If you do not currently have CLLS Family Literacy Services program and answer “yes,” you will describe your family literacy program plans in Section 5.2.

5.2 New CLLS Family Literacy Program

Complete the following information if you would like to begin a new CLLS Family Literacy Services program in 2025-2026. If you already offer CLLS Family Literacy Services, you do not need to complete this section.

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

Report Assistance

Resources for Completing the Mid-Year Report

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

- Refer to the [CLLS Manage Your Current Grant](#) section to access the most up-to-date CLLS guidance documents.
- 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 Guide](#) and [Family Literacy Resources](#) for general guidance and resources for California Library Literacy Service Family Literacy Services.
- A **2024-2025 CLLS Mid-Year Report Information Session** will be held **Tuesday, January 7, 2025 at 11:00 am**. [Register for the information session](#).
- A **2024-2025 CLLS Mid-Year Report Q&A Session** will be held **Wednesday, January 22, 2025 at 2:00 pm**. [Register for Q&A Session](#).
- Contact the California Library Literacy Service your state grant team at CLLS@library.ca.gov.
- One-on-one support is available. Schedule with your state grant team using [Bookings](#).
- Additional support materials can be found at the [California Library Literacy Service webpage](#).

Resources: Sample Content

This section provides sample descriptions for program planning, implementation, and outreach activities.

Adult Literacy Services

1. Describe your Adult Literacy Services program activities from July 1, 2024, through December 31, 2024, 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. Describe your Family Literacy Services program activities for enrolled adult learners and their families for the period between July 1, 2024, and December 31, 2024, 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. Describe your ESL Services program activities from July 1, 2024, through December 31, 2024, 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, follow the guide below to fully submit your 2024-2025 CLLS Mid-Year Report:

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

The screenshot shows the California State Library website interface. At the top, there is a navigation menu with links: Upload File, Accounts, Collection Management, Page Editor, Portal Configuration, Reports, Data Input, Home, Meta, Logout. Below the menu is the California State Library logo. The main content area is titled "Welcome California State Library" and contains the instruction "Select button below to complete a CLLS Report". There are five buttons: "CLLS Application Form", "CLLS Mid-Year Report Form" (circled in red), "CLLS Final Report Form", "ESL Continuing Application", and "ESL Application". Below these buttons is a section for "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. The footer contains contact information and copyright details: "© 2024 Counting Opinions (SOLRTE) Ltd."

- Make sure you are completing the CLLS Mid-Year Report for the "2024-2025" period:

The screenshot shows the 'Data Input' section of the CLLS Mid-Year Report form. The 'Form' dropdown is set to 'CLLS Mid-Year Report' and the 'Library' dropdown is set to 'California State Library'. The 'Period' dropdown menu is currently set to '2023-2024' and is circled in red. Other visible elements include 'Recalculate', 'Verify', and 'Submit/Lock' buttons.

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

The screenshot shows the 'Data Input' section of the CLLS Mid-Year Report form after verification. A red banner across the top of the report area displays the text 'Verified!'. The 'Period' dropdown is now set to '2023-2024'. The 'Verify' button is no longer visible, and the 'Submit/Lock' button is now present.

- 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:

The screenshot shows the 'Data Input' section of the CLLS Mid-Year Report form with a red banner containing error messages. The messages are:

- 1 Are you on track to spend your 2023-2024 Adult Literacy CLLS Funds?. A value is required!
- 2 4.2.c. If you answered "yes" to 4.2.a. or 4.2.b., do you have an approved spending plan on file?: 'Yes' == 'Yes' || 'No' == 'Yes' ? "": -1 Please report a value for 3.2.c.

 The 'Period' dropdown is set to '2023-2024'.

- To view areas that need to be corrected, you can click each message that 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).

The screenshot shows a specific question from the report: '4.2 Does your library have remaining CLLS funds that need to be spent?'. Below this are sub-questions:

- 4.2.a. Does your library have 2021-2022 CLLS funds that currently need to be spent? (Yes/No dropdown)
- 4.2.a.i. If "yes" in 4.2.a., how much remaining 2021-2022 CLLS funds need to be spent? (\$5,000 input field)
- 4.2.b. Does your library have 2022-2023 CLLS funds that currently need to be spent? (Yes/No dropdown)
- 4.2.c. If you answered "yes" to 4.2.a. or 4.2.b., do you have an approved spending plan on file? (Yes/No dropdown)

 The 'No' button for question 4.2.b. is highlighted in yellow. A red banner at the bottom contains the same error message as in the previous screenshot: '4.2.c. If you answered "yes" to 4.2.a. or 4.2.b., do you have an approved spending plan on file?: "Yes" == "Yes" || "No" == "Yes" ? "": -1 Please report a value for 3.2.c.'

- 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:

The screenshot shows a web application interface for the CLLS Mid-Year Report. At the top, there is a navigation bar with links for Home, Menu, Help, Logout, Reports, Manage Collections, Definitions, Print, Accounts, and Public. Below this, the page title is "Data Input". The main content area includes a sidebar on the left with a table of contents for the report sections. The main form area displays "Form: CLLS Mid-Year Report" and "Library: California State Library". A "Period" dropdown is set to "2023-2024". A red banner across the top of the form area says "Verified!". Below this, the text "CLLS Mid-Year Report" and "Instructions" are visible. In the top right corner of the form area, there are buttons for "Recalculate", "Lock", "Unlock", and "Approve". The "Lock" button is circled 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, contact Allyson Jeffredo (allyson.jeffredo@library.ca.gov) to unlock your report for edits.