



2023-2024 CLLS Final Report Information Session

Thursday, August 1, 2024



CLLS Team

Your CLLS State Library team:

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Today's Agenda

- CLLS Final Report Goals
- 2023-2024 Encumbrance Reminder
- CLLS Final Report Important Dates
- CLLS Final Report Overview
- CLLS Final Report Resources
- Contact us!
- Questions?



CLLS Final Report Goals

The CLLS Final Report provides information on:

- Your library's budget and staff commitment
- The types of services provided
- Measurable outcome and impact data for your 2023-2024 CLLS programs



2023-2024 Encumbrance Reminder

All 2023-2024 CLLS encumbered
funds should be spent by
December 31, 2024.



2023-2024 Encumbrance Reminder Cont.

On the 2023-2024 CLLS Final Report, include:

- Your full award funds according to your approved budget on file.
- If you have encumbered funds, you will account for these funds in the appropriate category even if they have not been spent.



2023-2024 CLLS Final Report Important Dates

- **Thursday, August 1**
CLLS Final Report opens
- **Wednesday, August 28, 11:00 am**
CLLS Final Report Q&A #1
- **Thursday, September 19, 2:00 pm**
CLLS Final Report Q&A #2
- **Monday, September 30**
CLLS Final Report due by 5:00 pm



2023-2024 CLLS Final Report Section Overview

The 2023-2024 CLLS Final Report sections:

1. Applicant Information
2. Program Information
3. Financial Report
4. Staff Commitment
5. Description of Programs and Activities
6. Description of Volunteer Activities
7. Community Partners
8. Library Impact
9. (Optional) Non-CLLS English as a Second Language Services

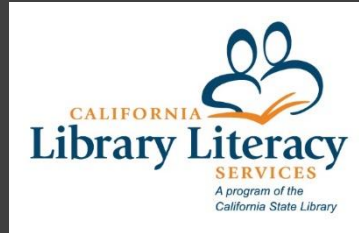


Section 1: Applicant Information



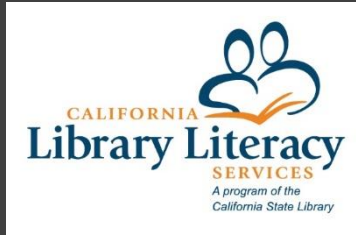
- Library Information
- Literacy Program Coordinator Information
- Director Information
- Authorized Representative(s) Information

Section 2: Program Information



- Program Information
- Basic or Institutional Information
- Participation in Regional Literacy Network and Adult Education Consortium/a

Section 3: Financial Report



Report CLLS award & local match funds for:

- Adult Literacy Services (required)
- Family Literacy Services (if applicable)
- ESL Services (if applicable)

NOTE: Only libraries awarded CLLS ESL funds in Rounds 1, 2, 2.5, or 3 will complete the ESL section.

Section 3: Financial Report Part 2



The financial report for CLLS award funds and local matching funds includes:

- Fully burdened salary, wages, and benefits
- Only allowable CLLS expenses
- The full 2023-2024 CLLS award amounts (even if encumbered funds will be spent after you file the report)

Section 3: Financial Report Part 3



The financial report for CLLS award funds and local matching funds includes:

- A narrative description of expenses for each line item. For example:

“ALS: Consumable literacy and citizenship preparation workbooks. FLS: Consumable books for home libraries, materials for educational kits, books for library collection. ESL: Consumable ESL workbooks.”

Section 3: Financial Report Part 4



The financial report for CLLS award funds and local matching funds may include indirect:

- Indirect costs may be up to 10% of the subtotal for each CLLS award and local match columns.
- Costs can include rent, utilities, payroll, janitorial, and other standard costs of operation.

Section 3: Financial Report Part 5



Allowable/Unallowable costs based on CLLS law:

“A local library shall ensure that funds received pursuant to this chapter are exclusively used for expenses resulting from providing English language and literacy services and shall ensure that at least 90 percent of the funds received for the program are expended on direct services and related materials.”

Section 3: Financial Report Part 6



Allowable costs include:

- *Salary & Benefits* – Includes “fully burdened” literacy staff salary and benefits, such as insurance and paid time off.
- *Contract Staff* - Limited-term literacy staff under contract
- *Operations* – Includes: printing costs, one-time performers, travel expenses, membership fees, subscription fees, training costs, office supplies/furniture (cannot exceed 10%), and others

Section 3: Financial Report Part 7



Allowable costs include:

- *Library Literacy Materials* – Includes: circulation materials, materials for learners, such as consumable workbooks and books for the home library
- *Small Equipment* – Tablets, computers, and others
- *Equipment* – Equipment over \$5,000 per unit. NOTE: Needs approval before purchase.

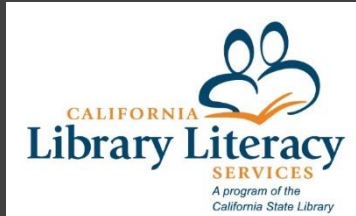
Section 3: Financial Report Part 8



The financial report for CLLS award funds and local matching funds should NOT include:

- Unallowable CLLS expenses
- In-kind contributions
- Funds for non-CLLS staff time or general library activities
- Unfunded pension liability

Section 3: Financial Report Part 9



3.1 Financial Report: Adult Literacy Services and Family Literacy Services

	<u>ALS - CLLS</u>	<u>ALS - Local</u>	<u>FLS - CLLS</u>	<u>FLS - Local</u>	<u>ESL - CLLS</u>	<u>ESL - Local</u>	<u>Total CLLS Funds</u>	<u>Total Local Funds</u>	<u>Grand Totals</u>	<u>Narrative</u>
Salaries & Benefits	\$45,000	\$30,000	\$5,000	\$10,000			\$50,000	\$40,000	\$90,000	Explanation...
Contract Staff	\$0	\$0	\$200	\$300			\$200	\$300	\$500	Explanation...
Operations	\$3,000	\$6,000	\$4,000	\$0			\$7,000	\$6,000	\$13,000	Explanation...
Library Literacy Materials	\$245	\$14,000		\$500			\$245	\$14,500	\$14,745	Explanation...
Small Equipment	\$4,670	\$2,000	\$2,000	\$0			\$4,670	\$2,000	\$6,670	Explanation...
Equipment (\$5,000+)							\$0	\$0	\$0	Explanation...
Subtotal	\$52,915	\$52,000	\$0	\$10,800	\$0	\$0	\$62,115	\$62,800	\$124,915	Explanation...
Indirect	\$0						\$0	\$0	\$0	
Total	\$52,915	\$52,000	\$0	\$10,800	\$0	\$0	\$62,115	\$62,800	\$124,915	

Section 4: Staff Commitment



4.1 Library Personnel

- Library personnel are directly employed by the library, city, county or district

4.1 Library Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total ESL Services FTE	<input type="text"/>	<input type="text"/>
Total FTE – library personnel	0.00	9.00

4.2 Contract Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text"/>
Total ESL Services FTE	<input type="text"/>	<input type="text"/>
Total FTE – contracted personnel	0.00	9.00

Section 4: Staff Commitment Part 2



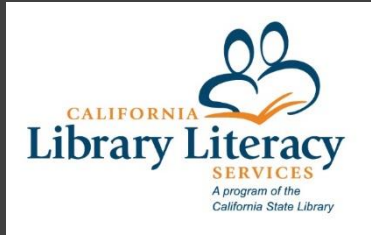
4.2 Contract Staff

- Contract Staff are limited-term staff employed under contract.

4.1 Library Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total ESL Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total FTE – library personnel	0.00 9.00	

4.2 Contract Personnel		
	FTE	Narrative
Total Adult Literacy Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total Family Literacy Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total ESL Services FTE	<input type="text"/>	<input type="text" value="Explanation..."/>
Total FTE – contracted personnel	0.00 9.00	

Section 4: Staff Commitment Part 3



The staff commitment FTE column includes the cumulative FTE for CLLS-funded and locally funded staff for each CLLS program. For example:

- Adult Literacy Services Total FTE = 1.5 FTE (3 staff @ .5 FTE)
- Family Literacy Services Total FTE = .5 FTE (2 staff @ .25 FTE)
- ESL Services Total FTE = 1.0 FTE (2 staff @ .5 FTE)

Section 4: Staff Commitment Part 4



The staff commitment narrative column includes a narrative description of the time worked for each staff person. For example:

“Maria (Literacy Coordinator) worked .5 FTE, Michael (Literacy Assistant) worked . 5 FTE, and Luz (Literacy Assistant) worked .5 FTE on adult literacy.”

Section 4: Staff Commitment Part 5



Consider the following:

- FTEs must be calculated and reported separately for library personnel and contract staff.
- A staff person who splits their time between CLLS and regular library duties can only report their time worked on CLLS programs. Do not report non-CLLS library work time.

Section 5: Description of Programs and Activities



Section 5 consists of:

- 5.1 Adult Literacy Services
 - Program and activities report
 - NOTE: Narrative sections should be no longer than 150 words.
 - Adult learner data
 - Adult learner demographics

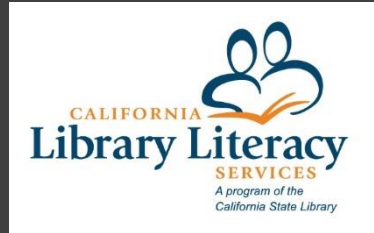
Section 5: Description of Programs and Activities Part 2



Section 5 consists of:

- 5.2 Family Literacy Services
 - Program and activities report
 - NOTE: Narrative sections should be no longer than 150 words.
 - Enrolled adult learner data
 - Eligible-but-not-yet-enrolled adult learner data
 - Family literacy outputs

Section 5: Description of Programs and Activities Part 3



Section 5 consists of:

- 5.3 ESL Services
 - Program and activities report
 - NOTE: Narrative sections should be no longer than 150 words.
 - ESL learner data
 - ESL learner demographics

Section 6: Description of Volunteer Activities



Section 6 consists of:

- 6.1 ALS, FLS and ESL Volunteer Data
 - NOTE: Volunteers should be counted once in their primary program.
- 6.2 Volunteer Hours
- 6.3 Volunteer Training
- 6.4 Volunteer Demographics

Section 7: Community Partners



Section 7 consists of:

- 7.1 Adult Literacy Services Community Partners Information
- 7.2 Family Literacy Community Partners Information
- 7.3 ESL Community Partners Information

Section 7: Community Partners Part 2



Community partners includes agencies, businesses, schools, or other entities with which you have an agreement (casual or formal) to receive or provide services at no charge.

Do not include your library, library foundations, friends groups, other CLLS programs, or local government agencies.

Section 8: Library Impact



Section 8 consists of:

- 8.1 General Impact
- 8.2 Program Success Stories
 - NOTE: Success stories should be 300 words or less and tell a story that highlights the impact of your program(s).
- 8.3 Program Outcomes
- 8.4 Roles and Goals Data

Section 8: Library Impact Part 2



For Roles & Goals, consider:

- 8.3 is reporting goal data by **learner**.
 - A learner should only be reported once as either “made progress” or “met.”
 - If a learner met a goal, they should be reported as “met.”

Section 8: Library Impact Part 3



For Roles & Goals, consider:

- 8.4 is reporting goal data by **goal**.
 - A goal should only be reported once as either “made progress” or “met.”
 - The total between “made progress” and “met” should not exceed the total “set.” A goal may be reset.
 - The total number of goals can exceed the total number of learners.
 - If a learner’s primary goal is not listed, report the goal progress in the closest category.

Section 9: Non-CLLS English as a Second Language Services



Section 9 includes:

- 9.1 Financial Report
- 9.2 Staff Commitment
- 9.3 **Non-CLLS** English as a Second Language Services Program Information
 - NOTE: this section is only for non-CLLS-funded services

CLLS Final Report Resources

- [CLLS Manage Your Current Grant](#)
- [2023-2024 CLLS Final Report Instructions](#)
- [2023-2024 CLLS Final Report Template](#)
- [CLLS Allowable and Unallowable Expenses Guidelines \(August 2023\)](#)
- [CLLS FAQ Sheet](#)
- [Family Literacy Services Overview](#)
- [Staff Salary Chart](#)



Contact us!

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Questions?

