

**CITY OF APPLETON 2024 BUDGET  
SPECIAL REVENUE FUNDS**

**Library Grants**

**Business Unit 2550**

**PROGRAM MISSION**

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families with information on how important it is to read to their small children. The books are provided to children aged birth to five years and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

The Library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they distribute in well-child visits.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**DEPARTMENT BUDGET SUMMARY**

| Programs                           |                                 | Actual     |            | Budget       |              |            | % Change * |
|------------------------------------|---------------------------------|------------|------------|--------------|--------------|------------|------------|
| Unit                               | Title                           | 2021       | 2022       | Adopted 2023 | Amended 2023 | 2024       |            |
|                                    | <b>Program Revenues</b>         | \$ 158,138 | \$ 104,363 | \$ 126,868   | \$ 126,868   | \$ 148,124 | 16.75%     |
|                                    | <b>Program Expenses</b>         | \$ 126,820 | \$ 109,941 | \$ 126,868   | \$ 249,332   | \$ 148,124 | 16.75%     |
| <b>Expenses Comprised Of:</b>      |                                 |            |            |              |              |            |            |
|                                    | Personnel                       | 57,566     | 40,061     | 41,268       | 41,268       | 43,630     | 5.72%      |
|                                    | Training & Travel               | 10         | 488        | 2,000        | 2,000        | 2,000      | 0.00%      |
|                                    | Supplies & Materials            | 51,079     | 61,094     | 77,000       | 193,325      | 94,726     | 23.02%     |
|                                    | Purchased Services              | 18,165     | 8,298      | 6,600        | 12,739       | 7,768      | 17.70%     |
| <b>Full Time Equivalent Staff:</b> |                                 |            |            |              |              |            |            |
|                                    | Personnel allocated to programs | 0.50       | 0.50       | 0.50         | 0.50         | 0.50       |            |

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SPECIAL REVENUE FUNDS**

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**Business Unit 2550**

**PROGRAM BUDGET SUMMARY**

| Description                       | Actual            |                   | Budget            |                   |                   |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                   | 2021              | 2022              | Adopted 2023      | Amended 2023      | 2024              |
| <b>Revenues</b>                   |                   |                   |                   |                   |                   |
| 503500 Other Reimbursements       | \$ 158,138        | \$ 104,363        | \$ 126,868        | \$ 126,868        | \$ 148,124        |
| 592100 Transfer In - General Fund | -                 | -                 | -                 | -                 | -                 |
| <b>Total Revenue</b>              | <b>\$ 158,138</b> | <b>\$ 104,363</b> | <b>\$ 126,868</b> | <b>\$ 126,868</b> | <b>\$ 148,124</b> |
| <b>Expenses</b>                   |                   |                   |                   |                   |                   |
| 610100 Regular Salaries           | \$ 25,370         | \$ 24,374         | \$ 27,175         | \$ 27,175         | \$ 27,990         |
| 610800 Part Time                  | 19,030            | 736               | -                 | -                 | -                 |
| 615000 Fringes                    | 13,166            | 14,951            | 14,093            | 14,093            | 15,640            |
| 620100 Training/Conferences       | 10                | 488               | 2,000             | 2,000             | 2,000             |
| 630100 Office Supplies            | 1,281             | 2,540             | 3,000             | 3,000             | 4,069             |
| 630700 Food & Provisions          | -                 | 200               | -                 | -                 | -                 |
| 631500 Books & Library Materials  | 49,798            | 58,354            | 74,000            | 190,325           | 90,657            |
| 640400 Consulting Services        | 3,600             | -                 | 3,600             | 3,600             | -                 |
| 641200 Advertising                | 1,015             | 47                | 3,000             | 3,000             | 4,000             |
| 659900 Other Contracts/Obligation | 13,550            | 8,251             | -                 | 6,139             | 3,768             |
| <b>Total Expense</b>              | <b>\$ 126,820</b> | <b>\$ 109,941</b> | <b>\$ 126,868</b> | <b>\$ 249,332</b> | <b>\$ 148,124</b> |

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

**Books & Library Materials**

|                             |                  |
|-----------------------------|------------------|
| Books for well-child visits | \$ 90,657        |
|                             | <b>\$ 90,657</b> |

**CITY OF APPLETON 2024 BUDGET  
LIBRARY GRANTS**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

|                                       | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Budget    | 2023<br>Projected | 2024<br>Budget    |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Revenues</b>                       |                   |                   |                   |                   |                   |
| Other Reimbursements                  | \$ 158,138        | \$ 104,363        | \$ 126,868        | \$ 126,868        | \$ 148,124        |
| Total Revenues                        | <u>158,138</u>    | <u>104,363</u>    | <u>126,868</u>    | <u>126,868</u>    | <u>148,124</u>    |
| <b>Expenses</b>                       |                   |                   |                   |                   |                   |
| Program Costs                         | 126,820           | 109,941           | 126,868           | 126,868           | 148,124           |
| Total Expenses                        | <u>126,820</u>    | <u>109,941</u>    | <u>126,868</u>    | <u>126,868</u>    | <u>148,124</u>    |
| <b>Other Financing Sources (Uses)</b> |                   |                   |                   |                   |                   |
| Transfer In - General Fund            | -                 | -                 | -                 | -                 | -                 |
| Total Other Financing Sources (Uses)  | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          | <u>-</u>          |
| Revenues over (under)<br>Expenses     | 31,318            | (5,578)           | -                 | -                 | -                 |
| Fund Balance - Beginning              | <u>96,723</u>     | <u>128,041</u>    | <u>122,463</u>    | <u>122,463</u>    | <u>122,463</u>    |
| Fund Balance - Ending                 | <u>\$ 128,041</u> | <u>\$ 122,463</u> | <u>\$ 122,463</u> | <u>\$ 122,463</u> | <u>\$ 122,463</u> |