

**CITY OF APPLETON 2021 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 information on how important it is to read to their small children. The books are provided to children aged birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

Major changes in Revenue, Expenditures, or Programs:

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 will distribute in well child visits.

PERFORMANCE INDICATORS

Actual 2018 Actual 2019 Target 2020 Projected 2020 Target 2021

Note: Since this program exists solely to account for receipt and expenditure of various grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	
	Program Revenues	\$ 164,918	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396	-4.41%
	Program Expenses	\$ 85,779	\$ 96,911	\$ 118,534	\$ 140,106	\$ 133,138	12.32%
Expenses Comprised Of:							
	Personnel	22,948	25,279	24,444	27,044	39,048	59.74%
	Training & Travel	1,653	373	2,350	2,950	2,350	0.00%
	Supplies & Materials	59,378	64,643	78,140	83,440	78,140	0.00%
	Purchased Services	1,800	6,616	13,600	26,672	13,600	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

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PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 98,218	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
592100 Transfer In - General Fund	66,700	-	-	-	-
Total Revenue	\$ 164,918	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
Expenses					
610100 Regular Salaries	\$ 22,577	\$ 22,632	\$ 24,066	\$ 26,666	\$ 25,250
615000 Fringes	371	2,647	378	378	13,798
620100 Training/Conferences	1,653	373	2,350	2,950	2,350
630100 Office Supplies	1,603	3,155	3,950	7,450	3,950
630700 Food & Provisions	-	-	-	1,800	-
631500 Books & Library Materials	57,775	61,488	74,190	74,190	74,190
640400 Consulting Services	1,800	3,810	3,600	3,600	3,600
641200 Advertising	-	2,806	10,000	10,000	10,000
659900 Other Contracts	-	-	-	13,072	-
Total Expense	\$ 85,779	\$ 96,911	\$ 118,534	\$ 140,106	\$ 133,138

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

<u>Books & Library Materials</u>	<u>\$ 74,190</u>
Books for well-child visits	<u>\$ 74,190</u>

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

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Revenues					
Other Reimbursements	\$ 98,218	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
Total Revenues	<u>98,218</u>	<u>77,626</u>	<u>117,584</u>	<u>139,156</u>	<u>112,396</u>
Expenses					
Program Costs	85,779	96,911	118,534	140,106	133,138
Total Expenses	<u>85,779</u>	<u>96,911</u>	<u>118,534</u>	<u>140,106</u>	<u>133,138</u>
Other Financing Sources (Uses)					
Transfer In - General Fund	66,700	-	-	-	-
Total Other Financing Sources (Uses)	<u>66,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	79,139	(19,285)	(950)	(950)	(20,742)
Fund Balance - Beginning	-	79,139	59,854	59,854	58,904
Fund Balance - Ending	<u>\$ 79,139</u>	<u>\$ 59,854</u>	<u>\$ 58,904</u>	<u>\$ 58,904</u>	<u>\$ 38,162</u>