



**APPLETON PUBLIC LIBRARY**  
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**TO:** Appleton Public Library Board of Trustees and Friends of the Appleton Public Library Board

**FROM:** Colleen Rortvedt

**DATE:** Updated April 19, 2016

**SUBJECT:** Friends grants changes March update

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Our goal is to simplify grant process and improve reporting. The recommended Financial Policy changes and following steps will allow us to report on grant funds within the existing APL operational reports and provide quarterly reports about the value of the programs and services provided by the funds.

Please see the January 18, 2016 memo from Asst. Director Saecker and Business Manager Diedrich for more information.

Should the policy changes be approved, the proposed timeline is as follows:

1. February - Trustees and Friends Boards approve policy.  
✓ Completed February 16, 2016
2. March – City and library staff work on changes to existing monthly budget reports.  
✓ Draft reports ~~presented~~ approved at March 15, 2016 Board Meeting
3. March/April - Trustees approval of interim grant spending plan for remainder of grant year. Trustees approve new spending plan for remainder of 2016.  
✓ Interim spending plan ~~presented~~ approved at March 15, 2016 Board Meeting
4. Spend down funds are transferred to Friends operational accounts (piano tuning fund, GACAB, Reach Out and Read). Develop distribution request form for these funds.  
✓ Piano Tuning Funds returned to Friends operational account.  
✓ GACAB – \$0  
✓ Reach Out and Read Book Drive - \$0
5. Transfer remaining grant funds to APL operating account via budget adjustments.  
Pending completion of bank statements and credit card reconciliations
6. Stop using Friends credit cards as soon as possible close Friends grant account to ensure all purchases are reconciled in Friends 2015-2016 year.

- ✓ All APL staff have stopped using grant credit cards and turned them in. Community First Credit Union is closing these cards.
- ✓ Account will be closed as soon as credit card reconciliation is complete.

7. Continue to provide monthly APL financial reports and quarterly detailed reports to Trustees including Friends grant information.
  - ✓ Draft reports presented at March 15, 2016 Board Meeting.
  - ✓ New revenue report used at April 19, 2016 Board Meeting. No new expenses to report at this time so new expense reports will begin in May.
8. Provide quarterly reports to Friends and Trustees about programming and services provided by the grants.

Staff developing template for informational presentations regarding programming and services provided by Friends grants. Will work with new Business Manager for her recommendations in this process.