

January 13, 2017

Tanya Misselt
Children's Services Supervisor
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911



Dear Tanya:

Thank you for submitting the year-end report for the first year of a three-year innovative grant for Reach Out and Read. A check in the amount of \$89,896 will be forwarded to the Friends of the Appleton Library by January 31, 2017.

As a reminder, you are required to submit a year-end report to the Community Readiness Committee again in early January of 2018. Your report may take the form of a letter and should include information on the following points:

- Please describe how the United Way innovative grant was used.
- Did you achieve the expected outcomes that were stated in your proposal? If not, please explain why they were not achieved.
- Please describe the actual outcomes that were achieved, including the total number of people served as well as the number and percentage of people achieving the indicators used to measure the outcomes.
- Please describe any unexpected challenges or successes that you experienced.
- Please attach a financial statement for the program that outlines revenue and expenses.
- Please provide a detailed sustainability plan that identifies specific funding partners and anticipated levels of financial support.

United Way's ability to fund projects such as yours is based on the community's awareness of the services we support financially. Please acknowledge this award in all project publications and correspondence as "an innovative grant from United Way Fox Cities, which is made possible through the generous support of community donors."

United Way Fox Cities is pleased to continue its support of Reach Out and Read. Best wishes as you continue your work.

Sincerely,

A handwritten signature in cursive script that reads "Mary".

Mary Wisnet
United Way Fox Cities

cc: Douglas Collins, United Way Fox Cities Finance Department