

CITY OF APPLETON 2019 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: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

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 age 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 Reach out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. ROR has been budgeted in the Children's Services program in the Library's general fund budget since its inception in 2016 but the growth of ROR has led to a decision to move it to this special revenue fund to better account for revenues and related expenditures.

The library has applied to become a United Way Agency for the Reach Out and Read program. A strategic planning process with the clinics is also being done with a professional facilitator. This process will clarify the ongoing funding model of the program.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
	Program Expenses	\$ 43,516	\$ 80,274	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
	Expenses Comprised Of:	(43,516)	(80,274)				
	Personnel	-	-	23,719	23,719	22,761	-4.04%
	Administrative Expense	-	-	74,499	74,499	5,300	-92.89%
	Supplies & Materials	-	-	-	66,700	38,425	N/A
	Purchased Services	-	-	-	-	19,600	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Full Time Equivalent Staff:						
	Personnel allocated to programs	-	-	0.50	0.50	0.50	

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PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenue	<u>\$ 77,894</u>	<u>\$ 96,196</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>
Expenses					
6101 Regular Salaries	\$ 20,867	\$ 21,109	\$ 22,138	\$ 22,138	\$ 22,394
6150 Fringe Benefits	1,490	346	1,581	1,581	367
6201 Training / Conferences	722	384	1,160	1,160	2,300
6301 Office Supplies		-	73,339	73,339	3,000
6412 Advertising	-	-	-	-	15,000
6315 Books & Library Materials	20,437	54,752	-	66,700	38,425
6599 Other Contracts / Obligations	-	3,683	-	-	4,600
Total Expense	<u>\$ 43,516</u>	<u>\$ 80,274</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well child visits	<u>\$ 38,425.00</u>
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Note:

2016 and 2017 revenues and expenses were recorded in the Children's Program of the Library in the general fund. Those revenues and expenses are presented here for illustration only. Purchases of books and other materials for distribution in those years and in the adopted 2018 budget were recorded as office supplies to distinguish them from books and library materials purchased for the children's collection.

**CITY OF APPLETON 2019 BUDGET
LIBRARY GRANTS**

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

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Donations	\$ -	\$ -	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenues	-	-	98,218	164,918	86,086
Expenses					
Program Costs	-	-	98,218	116,807	86,086
Total Expenses	-	-	98,218	116,807	86,086
Other Financing Sources (Uses)					
Other	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	48,111	-
Fund Balance - Beginning	-	-	-	-	48,111
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 48,111	\$ 48,111