

Delray Beach Public Library
CRA Q3 A Guide Report- April 1, 2018 to June 30, 2018
Program A

This 3rd quarter, the Delray Beach Public Library welcomed 27,472 patrons into the library and issued 344 new adult library cards (78% and 84% of full year target outputs respectively). The library issued 62 new Juvenile cards. Adult programing recorded 65 adult programs presented with attendance numbers (692) reaching 59% of output target. This attendance created a patron savings of \$6,207.00 (using an average ticket price of \$8.97 as established by the National Association of Theater Owners). The Delray Library checked out 8,334 print items, 2,119 audio-visual, and 1,050 EBooks (68%, 65% and \$176% of totals respectively). This represents a patron savings (using \$20.00 per item as an average) of \$230,060 – 59% of output target. The Delray Beach Public Library realized a personnel expense savings of \$8,401 resulting from 348 volunteer hours (calculated by an average hourly wage for non-profit employees of \$24.14 as established by independentsector.org). The Library's Reference Services assisted patrons 4,214 times this quarter (96% of total output target).

Submitted by:



Karen Ronald
Library Director

July 24, 2018

Exhibit "A"
Delray Beach CRA FY 2017-18
Goals and Outcomes Report

Delray Beach Public Library - ACTIVITY # A : CRA Sundays & Monday Operations	Yearly Goal	Qtr 1 Ending 12/31/17	Qtr 2 Ending 3/31/18	Qtr 3 Ending 6/30/18	Qtr 4 Ending 9/30/18	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
1 Number of Sundays library is open September to May	36	12	12	8		32	89%	X	
2 Number of Mondays library is open	47	12	10	12		34	72%	X	
3 Patron Visits (by duplicated visitors)	100,200	26,380	24,484	27,472		78,336	78%	X	
4 New adult cards issued	1,300	353	398	344		1,095	84%	X	
5 New juvenile cards issued	120	67	84	62		213	178%	X	
6 Adult programs presented	160	26	81	65		172	108%	X	
7 Program attendance	3,800	496	1,044	692		2,232	59%	X	
8 Reference Desk staff assistance for patrons in person, via phone email and text	12,200	3,156	4,285	4,214		11,655	96%	X	
9 Material circulated- Print	40,100	9,571	9,394	8,334		27,299	68%	X	
10 Material circulated- Audio & visual	9,100	1,695	2,143	2,119		5,957	65%	X	
11 Material circulated- E-Books	1,500	753	838	1,050		2,641	176%	X	
12 Volunteer Hours	750	261	344	348		953	127%	X	
13 Volunteer Visits	150	122	75	79		276	184%	X	
OUTCOMES									
15 Number of visitors to downtown Delray Beach	100,000	26,380	24,484	27,472		78,336	78%	X	

Exhibit "A"

[illegible]

6	Adult programs presented	Adult programming was underestimated in original outputs forecast. During the quarter, the library hosted two city-wide events (All American City Award and Delray Reads) resulting in large program attendance.											
7	Program attendance												
8	Reference Desk staff assistance for patrons in person, via phone email and text												
9	Material circulated - Print												
10	Material circulated- Audio & visual	Material circulated = Audio Visual was overestimated in original forecast.											
11	Material circulated- E-Books	Circulation of e-book materials were underestimated in original outputs forecast.											
12	Volunteer Hours	Volunteer hours were underestimated in original outputs forecast.											
13	Volunteer Visits	Volunteer visits were underestimated in original outputs forecast.											
14	OUTCOMES												
15	Number of visitors to downtown Delray Beach	Number of visitors to downtown Delray Beach were underestimated in original outputs forecast.											
16	Patrons obtain access to free library materials, programs and services												
17	Patron savings by attending free programs	Savings calculated by total attendance X average ticket cost of \$8.97 as determined by National Association of Theater Owners. Savings for patrons was underestimated.											
18	People of all walks of life get personalized, professional assistance with their educational, informational, recreational, technological, and business needs.												
19	Patron savings as results of borrowing library material	Calculated by total number of materials (print and audiovisual) by unit cost of \$20.00 per item. Patron savings was overestimated.											
20	Volunteer opportunities created.	First Quarter: The Library did not have in place the professional position of Volunteer Coordinator/Director of Programming, which has negatively impacted the production of volunteer Opportunities.											

Exhibit "A"
 Delray Beach CRA FY 2017-18
 Goals and Outcomes Report

21	Volunteers savings realized in personnel expenses	Calculated by number of Volunteer Hours X \$24.14 per hour as determined by independentsector.org as to average hourly wage. The number of volunteer hours was underestimated. Second Quarter: New Volunteer Coordinator evaluating volunteer opportunities.
		*All 1st and 2nd quarter figures resubmitted as of 5/31/2018 -- original numbers were calculated on a full schedule.

Signature of Executive Director

Karen Ronald

I attest that data included in document is true and accurate

D

Delray Beach Public Library
CRA Q3 A Guide Report – April 1, 2018 to June 30, 2018
Program B

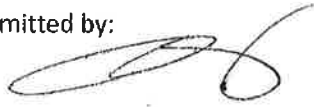
In Q3 the number of one-on-one consultations remained consistent with 37 distinct customers being served at the Library's Business Resource Center. This quarter our services have included providing assistance with business planning, review of financials, preparing for application to the CRA grant programs, marketing strategy, capital access guidance and strategic planning and guidance.

Six workshops from the Building a Smarter Small Business Seminar Series were held at the library with a total of 51 participants. Topics covered included: Cash Flow Management, Key Elements of Business Planning, Being a Leader, and Start Smart (for those with a with a business concept) and Launching a Business (those in the early stages of startup). A remaining course will be offered on July 10th: How to be Certified as a Disadvantaged, Minority or Woman-owned Business.

We are in the process of finalizing the design for the brochures that will have general SBDC information for our Spanish and Creole business leaders as to how they can receive one-on-one consulting services.

The three Construction Seminars have evolved into a Construction Conference titled "Go Build Delray" to be held on September 15th at the Delray Beach Library. The half day conference will begin with a panel of contractor representatives discussing their view of the needs of the industry in relation to the planned development projects coming to Delray Beach. The rest of the morning then provides breakout sessions on a variety of topics both technical and business management related. Currently we are holding focus groups with potential members of the panel and target audience to tighten up the design. The intent of the conference is to facilitate a base-line assessment of the needs of our sub-contractor population in order to develop a long-term support system. This support system should include not only addressing the technical needs of having a construction trade business (such as certification, licensing, permitting) but also the skills and knowledge needed to manage and grow such a business.

Submitted by:



Jacqueline Ramirez

SBDC



Karen Ronald
Library Director

July 16, 2018

Exhibit "B"
Delray Beach CRA FY 2017-18
Goals and Outcomes Report

Delray Beach Library - ACTIVITY # B : Business Resource Center at the Library	Yearly Goal	Qtr 1 Ending 12/31/16	Qtr 2 Ending 3/31/17	Qtr 3 Ending 6/30/17	Qtr 4 Ending 9/30/17	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS									
1 10% growth of number of small businesses served by the Small Business Development Center and Inc. Pad@ the Library.	127	36	24	37	0	97	76%	X	
2 8-part Small Business Training Seminar Series	8	1	1	5	0	7	88%	X	
3 Multi-Lingual community Outreach promotion of the SBC and IncPad.	2	0	0	0	0	0	0%		X
4 Evening and Weekend Construction Contractors - Sub Contractors Workshop Series	3	0	0	0	0	0	0%		X
5 Increase the number of Community Partners assisting and supporting Inc. Pad at the Library	2	1	0	0	0	1	50%	X	
OUTCOMES									
1 More than 115 small businesses counseled by the SBC and Inc Pad @ the Library with an expected 127 small businesses in the next year reflecting a 10% growth.	127	36	24	37	0	97	76%	X	
2 10% Growth Business counseling savings (\$) to local small businesses (savings= \$85 per hour in business counseling)	43618	\$10,285	11135	17208	0	38,628	89%	X	
3 At least 80 Attendees participate in seminar series	80	20	6	39	0	65	81%	X	
4 Increased Library Visitors for Small Business Services including those provided by Inc. Pad	0	56	30	39	0	86			
5 At least 30 Attendees participate in Construction Trade seminar series	30	0	0	0	0	0	0		X
6 Establish 2 New Community Partnerships in FY 2018	2	1	0	1	0	2	100%	X	

Exhibit "B"
Delray Beach CRA FY 2017-18
Goals and Outcomes Report

NARRATIVE	Yearly Goal	Qtr 1 Ending 12/31/16	Qtr 2 Ending 3/31/17	Qtr 3 Ending 6/30/17	Qtr 4 Ending 9/30/17	TOTAL	% Annual Goal Achieved	
Delray Beach Library - ACTIVITY # B : Business Resource Center at the Library								
OUTPUTS								
10% growth of the number of small businesses served by the Small Business Development Center at the Inc. Pad@ the Library.	127	36	24	37	0	97	76%	X
2 8-part Small Business Training Seminar Series	8	1	1	5	0	7	88%	X
3 Multi-Lingual community Outreach promotion of the SBDC and IncPad.	2	0	0	0	0	0	0%	X
Translation of materials in process for both Spanish and Creole marketing services to be made available Q4 for distribution. Brochures will provide English, Spanish and Creole overview of the SBDC consulting services available.								
4 Evening and Weekend Construction Contractor's - Sub Contractors	3	0	0	0	0	0	0%	X
Holding two focus groups (contractor representatives and sub contractors) to gain input on the one-day conference design and content. Conference scheduled for September 15th at the Delray Beach Library.								
5 Increase the number of Community Partners assisting and supporting Inc. Pad at the Library	2	1	0	1	0	2	100%	X
OUTCOMES								
More than 116 small businesses counseled by the SBDC and IncPad @ the Library with an expected 127 small businesses in the next year reflecting a 10% growth.	127	35	24	37	0	96	76%	X
2 Business counseling savings (\$) to local small businesses (savings= \$85 per hour in business counseling)	\$ 43,618.00	\$10,285	\$ 11,135.00	17208	0	\$ 38,628.00	89%	X
3 At least 80 Attendees participate in seminar series	80	20	3	38	0	61	76%	X

Exhibit "B"

Karen Ronald

Exhibit "B"

Combined Quarterly Budget Report "Program A & B " 3rd Quarter 2017-2018

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarter:3

INCOME		FY 2017-18 Quarter(1) 10/01/17- 12/31/17	FY 2017-18 Quarter(2) 01/01/18- 03/31/18	FY 2016-2017 Quarter(3) 04/01/18- 06/30/18	FY 2016-2017 Year-to-Date 10/01/17- 06/30/18	FY Budget 2017- 2018	Variance Favorable (Unfavorable)	Percentage
Fees, Tickets Registrations etc.		46,311	40,879	(29,893)	57,297	90,000	(32,703)	63.66%
Corporate Grants/Contributions		-	-	-	-	-	-	-
Individual Donations		-	-	-	-	-	-	-
Foundation Grants		10,000	-	-	10,000	-	10,000	-
Government - Federal		-	-	-	-	-	-	-
Government- Local/County		726,750	363,375	363,375	1,453,500	1,453,500	-	100.00%
Government- State		-	-	60,270	60,270	69,445	(9,175)	86.79%
In-Kind		-	-	-	-	-	-	-
Membership		-	-	-	-	-	-	-
CRA Actual or Requested		-	113,250	113,250	226,500	453,000	(226,500)	50.00%
Other: Fines & Fees		18,018	26,512	27,751	72,281	85,000	(12,719)	85.04%
Other: Rental Income		14,063	10,050	8,387	32,500	35,000	(2,500)	92.86%
Other: Building Fund		-	-	-	-	128,000	(128,000)	0.00%
Other: Endowment Interest		95,702	(30,457)	33,222	98,467	-	98,467	-
Total income		910,844	523,609	576,362	2,010,815	2,313,945	(303,130)	86.90%
EXPENSE		FY 2017-18 Quarter(1) 10/01/17- 12/31/17	FY 2017-18 Quarter(2) 01/01/18- 03/31/18	FY 2016-2017 Quarter(3) 04/01/18- 06/30/18	FY 2016-2017 Year-to-Date 10/01/17- 3/31/2018	FY Budget 2017- 2018	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes		279,293	247,736	343,126	870,155	1,201,295	(331,140)	72.43%
Fringe Benefits		57,827	56,207	61,731	175,765	255,000	(79,235)	68.93%
Professional Svcs/consulting		12,983	29,920	20,163	63,066	25,000	38,066	252.27%
Insurance		17,937	10,855	8,076	36,868	27,000	9,868	136.55%
Licenses, Registration, Permits		-	-	-	-	-	-	-

Conferences & Meetings(Admin exp)	523	1,941	1,965	4,429	6,300	(1,871)	70.30%
Copying & Printing	418	5,265	848	6,531	1,000	5,531	653.11%
Equipment Rental/Maintenance	17,291	5,081	11,439	33,811	56,125	(22,314)	60.24%
Rent/Mortgage & Maintenance	42,803	43,699	48,307	134,809	146,125	(11,316)	92.26%
Utilities	31,903	30,409	31,119	93,431	147,000	(53,569)	63.56%
Telecommunication		-	-	-	-	-	-
Office & Program Supplies	8,468	3,151	6,058	17,677	25,000	(7,323)	70.71%
Postage and Delivery	654	50	251	955	3,000	(2,045)	31.83%
Local Travel		-	-	-	-	-	-
Building Improvements	15,210	315	1,411	16,936	128,000	(111,064)	13.23%
Small Business Development Center		-	-	-	-	-	-
Other: Library Materials	48,550	86,888	63,201	198,639	250,000	(51,361)	79.46%
Other: Lifelong Learning etc...	10,790	16,083	1,265	28,138	36,800	(8,662)	76.46%
Other: Property tax		7,584	-	7,584	6,300	1,284	120.38%
Other: IT Upgrade		102,811	52,979	155,790		155,790	
Sub-Total	544,650	647,995	651,941	1,844,586	2,313,945	(469,359)	79.72%
Total Expense	544,650	647,995	651,941	1,844,586	2,313,945	(469,359)	79.72%
NET INCOME	366,194	(124,386)		166,229	-	166,229	

ORGANIZATION NAME: Delray Beach Public Library
 FY 2017-2018 Budget
 CRA Budget Narrative Report "A"
 Exceeding Projection ☒ On Target ☐ Below Projection ☐

Quarter:3

INCOME: Explanation of Variances

Fees, Tickets, Registration, etc.	Above target , library hosts P&P and Laugh in 1st& 2nd Quarter
Corporate Grants/Contributions	
Individual Donations	
Foundation Grants	Executive Women Grant
Government - Federal	
Government- Local/County	Above target due to City Grant includes Quarter, includes 4th Quarter Receivable, collected in 4th Q July 20th.
Government- State	Library received grant, below expected 69445.00
Interest Income	
Membership	Memberships not active
CRA Actual or Requested	Change due to Audit adjustment in first Quarter was actually a receivable for last Quarter FYE 09/30/17

Other: Fines and Fees		On target
Other: Endowment Interest		Endowment interest is not used for day to day operation
Other: Building Funds		Designated for Capital Improvements
Lower than Projection	X On Target	Exceeding Projection

EXPENSES: Explanation of Variances

Salaries & Related Taxes	On Target	
Fringe Benefits	On Target	
Professional Svcs/consulting		Includes Out-sourced Account Analyst, CPA, 4th Q, 17 pmt to SBDC and 16-17 audit.
Insurance	Above Target	Insurance rates increase.
Licenses, Registration, Permits		This category is not used.
Conferences & Meetings(Admin exp)		On Target, as staff attend CE throughout the year.
Copying & Printing		Includes updated Welcome Packets for the circulation desk and additional program brochures.
Equipment Rental/Maintenance		Upgrade of technology
Rent/Mortgage & Maintenance		Increased maintenance due to age of structure
Utilities		Below target, new LED lighting installed 2017.
Telecommunication		This category is not used.
Office & Program Supplies		Includes expenses for programs such as the YMCA Bike Rodeo and Delray Reads
Postage and Delivery	On Target	
Local Travel		This category is not used.
Capital Expenditures		Below target, expected to increase as projects continue throughout the year.
other: Small Business Development Center	On Target	
other: Library Materials		On target, includes digital subscription renewals.
Other: Lifelong Learning etc...		Increase in Program choices and publications
Other: Property tax		property tax increase from previous years
Other: IT Upgrade		Library launches project to upgrade IT infrastructure.

Karen Ronald

Karen Ronald

Executive Director, Delray Beach Public Library

Exhibit "B"

Combined Quarterly Budget Report "Program A " 3rd Quarter 2017-2018

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarter:3

INCOME		FY 2017-18 Quarter(1) 10/01/17- 12/31/17	FY 2017-18 Quarter(2) 01/01/18- 03/31/18	FY 2017-2018 Year-to-Date 04/01/17- 06/30/18	FY 2017-2018 Year-to-Date 10/01/17- 06/30/18	FY Budget 2017- 2018	Variance Favorable (Unfavorable)	Percentage
Fees, Tickets Registrations etc.							-	
Corporate Grants/Contributions							-	
Individual Donations							-	
Foundation Grants							-	
Government - Federal							-	
Government- Local/County							-	
Government- State							-	
In-Kind							-	
Membership							-	
CRA Actual or Requested			104,500	104,500	209,000	418,000	(209,000)	50.00%
Other: Fines & Fees							-	
Other: Rental Income							-	
Other: Building Fund							-	
Other: Endowment Interest							-	
Total Income		-	104,500	104,500	209,000	418,000	(209,000)	
EXPENSE								
Salaries & Related Taxes		50,440	54,965	63,615.00	169,020	216,954	(47,934)	77.91%
Fringe Benefits		10,444	10,151	11,444.78	32,039	46,053	(14,014)	69.57%
Professional Svcs/consulting		2,345	5,404	3,739.00	11,488	4,515	6,973	254.43%
Insurance		3,239	1,960	1,497.00	6,696	4,876	1,820	137.33%
Licenses, Registration, Permits								

Conferences & Meetings(Admin exp)	96	351	364.32	812	1,162	(350)	69.88%
Copying & Printing	84	603	157.23	844	200	644	421.92%
Equipment Rental/Maintenance	3,123	918	2,120.79	6,162	10,136	(3,975)	60.79%
Rent/Mortgage & Maintenance	7,730	7,892	8,956.00	24,578	26,390	(1,812)	93.13%
Utilities	5,762	5,492	5,769.00	17,023	26,548	(9,526)	64.12%
Telecommunication							
Office & Program Supplies	1,529	699	1,123.00	3,351	4,515	(1,164)	74.23%
Postage and Delivery	131	9	46.54	186	600	(414)	31.06%
Local Travel							
Building Improvements	2,747	56	261.58	3,065	23,117	(20,052)	13.26%
Other: Small Business Development Center							
Other: Library Materials	8,768	16,509	11,717.00	36,994	45,150	(8,156)	81.94%
Other: Lifelong Learning etc...	6,646	3,216	234.51	10,097	6,646	3,451	151.92%
Other: Property tax		1,370			1,138		
Sub-Total	103,084	109,595	111,045.75	322,355	418,000	(95,645)	77.12%
Total Expense	103,084	109,595	111,046	212,679	418,000	(205,321)	50.88%
NET INCOME	(103,084)	(5,095)	(6,546)	(3,679)	(0)	(113,355)	

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarter:3

Exceeding Projection x On Target

Below Projection

INCOME:

Explanation of Variances

Fees, Tickets, Registration, etc.							
Corporate Grants/Contributions							
Individual Donations							
Foundation Grants							
Government - Federal							
Government- Local/County							
Government- State							
Interest Income							
Membership							

Exhibit "B"
Quarterly Budget Report "Program B"3rd Quarter

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018
 Budget

INCOME		FY 2017-18 Quarter (1) 10/01/2017 to 12/31/2017	FY 2017-18 Quarter (2) 01/01/18- 03/31/18	FY 2017-18 Quarter(3) 04/01/18- 06/30/18	FY 2017-18 Year-to-Date 10/01/2017 - 03/31/18	FY Budget 2017-18	Percentage
Fees, Tickets, Registration, etc.							
Corporate Grants/Contributions							
Individual Donations							
Foundation Grants							
Government - Federal							
Government- Local/County							
Government- State							
In-Kind							
Interest Income							
Membership							
CRA Actual or Requested		0.00	8,750.00	8,750.00	17,500.00	35,000	50.00%
Other: Fines & Fees							
Other: Rental Income							
Other:							
Total Income		0	8,750	8,750	17,500	35,000	50.00%
EXPENSE		FY 2017-18 Quarter (1) 10/01/2017 to 12/31/2017	FY 2017-2018 Quarter (2) 01/01/18- 03/31/18	FY 2017-18 Quarter(3) 04/01/18- 06/30/18	FY 2017-18 Year-to-Date 10/01/2017 - 03/31/18	FY Budget 2017-18	Percentage
Salaries & Related Taxes							
Fringe Benefits							
Professional Svcs/Consulting		0		15,000	15,000	30,000	50.00%
Insurance							
Licenses, Registration, Permits							
Conferences & Meetings				362	362	1,000	
Copying & Printing		0	646	336.75	982.75	2,500	39.31%
Equipment Rental/Maintenance		0			0	800	0.00%
Rent/Mortgage & Maintenance					0		
Utilities							
Telecommunication							

Rent/Mortgage & Maintenance	
Utilities	
Telecommunication	
Office & Program Supplies	Office supplies on target going into 4th Quarter.
Postage & Delivery	
Local Travel	
Capital Expenditures	
Other: Library Materials	
Other: Lifelong Learning, Property Tax, Etc.	


 Karen Ronald
 Executive Director, Delray Beach Public Library

 Jacqueline Ramirez,
 SBDC Consultant

12:58 PM
07/23/18
Accrual Basis

Delray Beach Public Library
Balance Sheet
As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	3,422,295.48
Accounts Receivable	391,205.00
Other Current Assets	4,778.00
Total Current Assets	3,818,278.48
Fixed Assets	
1310 · Building Contents-Furn/Fixtures	2,358,982.37
1320 · Building Additions-Library	8,074,970.51
1330 · Accumulated Depreciation-Bldg.	-4,843,213.17
1340 · Lease Hold Improvements	34,250.00
1350 · Building Contents-Mach/Equipmt	93,725.00
1360 · Parking Garage Privilege	2,798,708.34
1370 · Accumulated Depre-ParkingGarage	-591,075.00
1380 · Land	388,000.00
Total Fixed Assets	8,314,348.05
Other Assets	945,348.00
TOTAL ASSETS	13,077,974.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	26,235.16
Total Accounts Payable	26,235.16
Credit Cards	3,850.94
Other Current Liabilities	-960.88
Total Current Liabilities	29,125.22
Total Liabilities	29,125.22
Equity	
3000 · Retained Earnings	205,375.17
30002 · Opening Balance Equity DBA	118,426.97
30005 · Unrestricted Net Assets DBA	63,323.84
3010 · Opening Balance Equity	294.50
3020 · Building Fund Balance	11,226,848.68
3030 · Gift Fund Balance	315,899.86
3031 · Gift Fund-Temp. Restricted Fund	147,960.00
3050 · General Fund Balance	416,492.57

12:58 PM
07/23/18
Accrual Basis

Delray Beach Public Library
Balance Sheet
As of June 30, 2018

	Jun 30, 18
3065 - Land Revaluation Reserve	388,000.00
Net Income	166,227.72
Total Equity	13,048,849.31
TOTAL LIABILITIES & EQUITY	13,077,974.53