Delray Beach Public Library
Q4 A Guide Report – July 1, 2018 to September 30, 2018
Program A

This 4rd quarter on Sundays and Mondays, 2017/18, the Delray Beach Public Library welcomed 28,699 patrons into the Library and issued 410 new adult library cards (98% and 116% of full year target outputs respectively). The Library issued 90 new Juvenile cards. Adult programing recorded 34 adult programs presented with attendance numbers (339) reaching 68% of output target. This attendance created a patron savings of $3,041.00 (using an average ticket price of $8.97 as established by the National Association of Theater Owners). Patrons out 9,177 print items, 2,502 audio-visual, and 2,391 EBooks (91%, 93% and 335% of totals respectively). This represents a patron savings (using $20.00 per item as an average) of $281,400.00 – 87% of output target. The Delray Beach Public Library realized a personnel expense savings of $8,473.00 resulting from 351 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 with information requests 4,530 times this quarter (135% of total output target).

Submitted by:

Karen Ronald

Karen Ronald
Library Director
October 16, 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	5	37	103%	X	
2	Number of Mondays library is open	47	12	10	12	12	46	98%	X	
3	Patron Visits (by duplicated visitors)	100,200	26,380	24,484	27,472	28,699	107,035	107%	X	
4	New adult cards issued	1,300	353	398	344	410	1,505	116%	X	
5	New juvenile cards issued	120	67	84	62	90	303	253%	X	
6	Adult programs presented	160	26	81	65	34	206	129%	X	
7	Program attendance	3,800	496	1,044	692	339	2,571	68%		X
8	Reference Desk staff assistance for patrons in person, via phone email and text	12,200	3,156	4,285	4,214	4,530	16,185	133%	X	
9	Material circulated- Print	40,100	9,571	9,394	8,334	9,177	36,476	91%	X	
10	Material circulated- Audio & visual	9,100	1,695	2,143	2,119	2,502	8,459	93%	X	
11	Material circulated- E-Books	1,500	753	838	1,050	2,391	5,032	335%	X	
12	Volunteer Hours	750	261	344	348	351	1,304	174%	X	
13	Volunteer Visits	150	122	75	79	104	380	253%	X	
	OUTCOMES									
15	Number of visitors to downtown Delray Beach	100,000	26,380	24,484	27,472	28,699	107,035	107%	X	

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

16	Patrons obtain access to free library materials, programs and services	1,320	353	398	344	410	1,505	114%	X	
17	Patron savings by attending free programs	$3,750	$4,448	$9,365	$6,207	$3,041	$23,061.00	615%	X	
18	People of all walks of life get personalized, professional assistance with their educational, informational, recreational, technological, and business needs.	12,000	3,156	4,285	4,214	4,530	16,185	135%	X	
19	Patron savings as results of borrowing library material	$1,010,000	$117,330	$247,494	$230,060	$281,400	$876,284.00	87%	X	
20	Volunteer opportunities created.	150	20	15	12	15	62	41%		X
21	Volunteers savings realized in personnel expenses	$12,000	$21,026	$27,640	$8,401	$8,473	$65,540	546%	X	
	NARRATIVE									
	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									
2	Number of Mondays library is open									
3	Patron Visits (by duplicated visitors)									
4	New adult cards issued									
5	New juvenile cards issued	New Juvenile cards were underestimated in original outputs forecast.								

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

6	Adult programs presented		Adult programing was underestimated in original outputs forecast. During the 2nd quarter, the library hosted two city-wide events (All American City Award and Delray Reads) resulting in large program attendance.
7	Program attendance		Program Attendance was overestimated in orignal forecast.
8	Reference Desk staff assistance for patrons in person, via phone email and text		
9	Material circulated - Print		
10	Material circulated- Audio & visual		
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.		Volunteer opportunities created were overestimated in orginal forecast.

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.

Karen [illegible]

Signature of Executive Director

I attest that data included in document is true and accurate

Exhibit "B"
Delray Beach CRA FY 2017-18
Goals and Outcomees 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	34	131	103%	X	
2	8-part Small Business Training Seminar Series	8	1	1	5	4	11	138%	X	
3	Multi-Lingual community Outreach promotion of the SBDC and IncPad.	2	0	0	0	2	2	100%	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 116 small businesses counseled by the SBDC and Inc.Pad @ the Library with an expected 127 small businesses in the next year reflecting a 10% growth.	127	36	24	37	34	131	103%	X	
2	10% Growth Business counseling savings ($) to local small businesses (savings= $85 per hour in business counseling)	43618	$10,285	11135	17208	12,401	51,029	117%	X	
3	At least 80 Attendees participate in seminar series	80	20	6	51	23	100	125%	X	
4	At least 30 Attendees participate in Construction Trade seminar series	30	0	0	0	0	0	0		X
5	Establish 2 New Community Partnerships in FY 2018	2	1	0	1 0	0	2	100%	X	

Delray Beach Public Library
Q4 A Guide Report – July 1st, 2018 to September 30, 2018
Program B

In Q4 the Business Resource Center held one-on-one consultations with 34 distinct customers remaining consistent in the numbers of businesses receiving assistance with business planning, review of financial, preparing for application to the CRA grant programs, marketing strategy, capital access guidance and strategic planning and guidance.

We held 4 workshops including How to be Certified as a Disadvantaged, Minority or Woman-Owned Business, as well as 3 Start Smart seminars.

Both our Spanish and Creole brochures were produced and now provide a link to our services for those in the business community that may be finding language as a barrier to receiving services.

And our Construction Seminar is launching the GO Build Delray! two-year initiative to support building the capacity of our construction trade subcontractors in support of the many projects launching or coming to the community. Speakers for the conference will be successful construction entrepreneurs from the Delray community providing insight as to how they have seen the opportunities and demands of the industry shift over their decades of experience, and what it will take for any member of the industry to successfully build their businesses.

Submitted by:

Jacqueline Ramirez

SBDC at FAU Division of Research

Karen Ronald

Karen Ronald

Library Director

October 10, 2018

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

	NARRATIVE									
	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***		
	OUTPUTS									
1	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	34	131	103%	X	
2	8-part Small Business Training Seminar Series	8	1	1	5	4	11	138%	X	
		Moved 3 Start Smart Sessions to the Delray Beach Library from other locations.								
3	Multi-Lingual community Outreach promotion of the SBDC and IncPad.	2	0	0	0	2	2	100%	X	
4	Evening and Weekend Construction Contractor's - Sub Contractors	3	0	0	0	0	0	0%		X
		Workshops merged into a larger Mini Conference being held on October 13th from 8:30 - 1:00. To include a cross cut of the Construction Industy population in Delray Beach. Agenda includes speakers from the Construcion Industry located in Delray Beach.								
5	Increase the number of Community Partners assisting and supporting Inc. Pad at the Library	2	1	0	1	0	2	100%	X	
	OUTCOMES									
1	More than 116 small businessses counseled by the SBDC and Inc.Pad @ the Library with an expected 127 small businesses in the next year reflecting a 10% growth.	127	35	24	37	34	130	102%	X	
2	Business counseling savings ($) to local small businessess (savings= $85 per hour in businesss counseling)	$ 43,618.00	$10,285	$ 11,135.00	17208	12,401.00	$ 51,029.00	117%	X	
3	At least 80 Attendees participate in seminar series	80	20	3	51	23	97	121%	X	
4	At least 30 Attendees participate in Construction Trade seminar series	30	0	0	0	0	0	0		X

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

		Construction Conference to be held on October 13th at the Delray Beach Library								
5	Establish 2 New Community Partnerships in FY 2018	2	1	0	1	0	2	100%	X	
	Submitted By: ***Jacqueline Ramirez*** ***SBDC***									
	Karen Ronald Library Director	Karen Ronald								

Exhibit "B"

Combined Quarterly Budget Report "Program A &B " 4th Quarter 2017-2018

ORGANIZATION NAME: Delray Beach Public Library **FY 2017-2018 Budget** **Quarter:4**

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 Quarter(4) 07/01/18-09/30/18	FY 2016-2017 Year-to-Date 10/01/17-09/30/18	FY Budget 2017-2018	Variance Favorable (Unfavorable)	Percentage
Fees, Tickets Registrations etc.	46,311	40,879	(29,893)	(25,056)	32,241	90,000	(57,759)	35.82%
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	**453,000**	-	100.00%
Other: Fines & Fees	18,018	26,512	27,751	11,255	83,536	85,000	(1,464)	98.28%
Other: Rental Income	14,063	10,050	8,387	5,021	37,521	35,000	2,521	107.20%
Other: Building Fund	-	-			-	128,000	(128,000)	0.00%
Other: Endowment Interest	95,702	(30,457)	33,222	100,867	199,334		199,334	
Total Income	**910,844**	523,609	**576,362**	**318,587**	**2,329,402**	**2,313,945**	15,457	100.67%

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 Quarter(4) 07/01/18-09/30/18	FY 2016-2017 Year-to-Date 10/01/17-09/30/18	FY Budget 2017-2018	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	279,293	247,736	343,126	280,608	1,150,763	1,201,295	(50,532)	95.79%
Fringe Benefits	57,827	56,207	61,731	51,318	227,083	255,000	(27,917)	89.05%
Professional Svcs/consulting	12,983	29,920	20,163	12,285	75,351	25,000	50,351	301.40%
Insurance	17,937	10,855	8,076	-	36,869	27,000	9,869	136.55%
Licenses, Registration, Permits		-	-	-	-		-	
Conferences & Meetings(Admin exp)	523	1,941	1,965	2,630	7,059	6,300	759	112.05%
Copying & Printing	418	5,265	848	672	7,203	1,000	6,203	720.30%
Equipment Rental/Maintenance	17,291	5,081	11,439	19,797	53,608	56,125	(2,517)	95.52%

Rent/Mortgage & Maintenance	42,803	43,699	48,307	44,827	179,636	146,125	33,511	122.93%
Utilities	31,903	30,409	31,119	35,425	128,856	147,000	(18,144)	87.66%
Telecommunication		-	-	-	-		-	
Office & Program Supplies	8,468	3,151	6,058	6,427	24,104	25,000	(896)	96.42%
Postage and Delivery	654	50	251	1,425	2,380	3,000	(620)	79.33%
Local Travel		-			-	-	-	
Building Improvements	15,210	315	1,411	883	17,819	128,000	(110,181)	13.92%
Small Business Development Center		-						
Other: Library Materials	48,550	86,888	63,201	56,388	255,027	250,000	5,027	102.01%
Other: Lifelong Learning etc...	10,790	16,083	1,265	10,441	38,579	36,800	1,779	104.83%
Other: Property tax		7,584	-	-	7,584	6,300	1,284	120.38%
Other: IT Upgrade		102,811	52,979	649	156,439		156,439	
Sub-Total	**544,650**	647,995	**651,939**	**523,775**	**2,368,360**	**2,313,945**	54,415	102.35%
Total Expense	**544,650**	647,995	**651,939**	**523,775**	**2,368,360**	**2,313,945**	54,415	102.35%
NET INCOME	**366,194**	**(124,386)**	**(75,577)**	**(205,188)**	**(38,958)**	-	**(38,958)**	

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarter:4

____Exceeding Projection _x___On Target ____Below Projection

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	4th Q CRA is recorded as a recievable, has not been received as of 10/12/18
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 " 4th Quarter 2017-2018

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarter:4

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 Quarter(3) 04/01/17-06/30/18	FY 2017-2018 Quarter(4) 07/01/18-09/30/18	FY 2017-2018 Year-to-Date 10/01/17-09/30/18	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	**418,000**	-	100.00%
Other: Fines & Fees							-	
Other: Rental Income							-	
Other: Building Fund							-	
Other: Endowment Interest								
Total Income	-	**104,500**	**104,500**	**209,000**	**418,000**	**418,000**	-	

EXPENSE	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 Quarter(3) 04/01/17-06/30/18	FY 2017-2018 Quarter(4) 07/01/18-09/30/18	FY 2017-2018 Year-to-Date 10/01/17-09/30/18	FY Budget 2017-2018	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	50,440	54,965	63,615.00	53,076.68	222,097	216,954	5,143	102.37%
Fringe Benefits	10,444	10,151	11,444.78	11,106.43	43,146	46,053	(2,907)	93.69%
Professional Svcs/consulting	2,345	5,404	3,739.00	2,482.27	13,970	4,515	9,455	309.41%
Insurance	3,239	1,960	1,497.00	138.58	6,835	4,876	1,959	140.17%
Licenses, Registration, Permits								
Conferences & Meetings(Admin exp)	96	351	364.32	490.24	1,302	1,162	140	112.08%
Copying & Printing	84	603	157.23	491.17	1,335	200	1,135	667.50%
Equipment Rental/Maintenance	3,123	918	2,120.79	3,777.46	9,939	10,136	(197)	98.05%

Rent/Mortgate & Maintenance	7,730	7,892	8,956.00	8,726.78	33,305	26,390	6,915	126.20%
Utilities	5,762	5,492	5,769.00	6,867.32	23,890	26,548	(2,658)	89.99%
Telecommunication								
Office & Program Supplies	1,529	699	1,123.00	1,117.68	4,469	4,515	(46)	98.98%
Postage and Delivery	131	9	46.54	254.91	441	600	(159)	73.54%
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	10,295.87	47,290	45,150	2,140	104.74%
Other: Lifelong Learning etc...	6,646	3,216	234.51	2,597.41	12,694	6,646	6,048	191.00%
Other: Property tax		1,370			1,370	1,138		
Sub-Total	103,084	109,595	111,045.75	101,422.80	425,148	418,000	7,148	101.71%
Total Expense	103,084	109,595	111,046	101,423	425,148	418,000	7,148	101.71%
NET INCOME	(103,084)	(5,095)	(6,546)	107,577	(7,148)	(0)	(7,148)	

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library **FY 2017-2018 Budget** **Quarter:4**

____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			
CRA Actual or Requested			4th Quarter CRA payment has not been received, recorded as a receivable
Other: Fines and Fees			
Other: Endowment Interest			
Other: Building Funds			

____Lower than Projection __X__On Target ____Exceeding Projection

EXPENSES: Explanation of Variances

Salaries & Related Taxes		On Target
Fringe Benefits		On Target
Professional Svcs/consulting		Incudes Out sourced Account Analyst, CPA and 16-17 audit.
Insurance		Insurance renewals unexpected increases.
Licenses, Registration, Permits		This category is not used.
Conferences & Meetings(Admin exp)		On Target
Copying & Printing		Includes brochures for additional free programs offered in 2nd Quarter
Equipment Rental/Maintenance		Upgrade of staff 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		Below target, expected to increase as CE continues throughout the year.
Capital Expenditures		Below target, expected to increase as projects continue throughout the year.
other: Small Business Development Center		
other: Library Materials		On target, includes digital resources annual renewals.
Other: Lifelong Learning etc...		Increase in Program choices and publications
Other: Property tax		Property tax increase 2018

Karen Ronald

Karen Ronald
Executive Director, Delray Beach Public Library

Exhibit "B"
Quarterly Budget Report "Program B"4th 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 2017-2018 Quarter (2) 01/01/18-03/31/18	FY 2017-18 Quarter(3) 04/01/18-06/30/18	FY 2017-18 Quarter(4) 10/01/2017-09/30/18	FY 2017-18 Year-to-Date 10/01/2017-09/30/18	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	35,000.00	35,000	0	100.00%
Other: Fines & Fees								
Other: Rental Income								
Other:								
Total Income	0	8,750	8,750	17,500	35,000	35,000	0	100.00%

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 Quarter(4) 10/01/2017-09/30/18	FY 2017-18 Year-to-Date 10/01/2017-09/30/18	FY Budget 2017-18		Percentage
Salaries & Related Taxes								
Fringe Benefits								
Professional Svcs/Consulting	0		15,000	15,000	30,000	30,000	0.00	100.00%
Insurance							0.00	
Licenses, Registration, Permits							0.00	
Conferences & Meetings	0		362	974	1,336	1,000	335.88	
Copying & Printing	0	646	336.75	1334	1,671	2,500	(829.25)	66.83%
Equipment Rental/Maintenance	0			215	215	800	(585.01)	26.87%
Rent/Mortgage & Maintenance					0		0.00	
Utilities					0		0.00	
Telecommunication					0		0.00	
Office & Program Supplies	0		637	316	953	700	252.88	136.13%
Postage & Delivery					0		0.00	
Local Travel					0		0.00	
Capital Expenditures					0		0.00	
Other: Library Materials					0		0.00	

Other: Lifelong Learning, Property Tax, Etc.	0				0	0	0.00	
Total Expenses	0	646	16,336	17,839	34,175	35,000	(825.50)	97.64%
NET INCOME	0	8,104	(7,586)	(339)	826	0	826	

CRA Budget Narrative Report "B"

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarters 4

____Exceeding Projection __X__On Target

INCOME:	Explanation of Variances
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	4th Qtr CRA has not been received as of 09/30/18 recorded as a receivable
Other: Fines and Fees	
Other:	
Other:	

____Lower than Projection __X__ On Target ___exceeding projected

EXPENSES:	Explanation of Variances
Salaries & Related Taxes	
Fringe Benefits	
Professional Svcs/Consulting	Recived 1&2nd quarter invoices.
Insurance	
Licenses, Registration, Permits	
Conferences & Meetings	
Copying & Printing	Printing below target, expected to increase 4th Quarter
Equipment Rental/Maintenance	
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

Karen Ronald
Executive Director , Delray Bch Public Library

Jacqueline Ramirez
SBDC Cosultant

Budget vs Actual FY 2017-2018

9/30/2018

REVENUE	Approved 2017-18	Budget YTD 09/30/18	09/30/18 Actual YTD 2017-2018	Variance based on Budget YTD vs Actual YTD	Variance based on Approved budget
Grant Revenue					
City Grant	1,453,500	1,453,500	1,453,500	-	-
CRA Grant	453,000	453,000	453,000	-	-
State Library Grant	69,445	69,445	60,270	9,175.00	9,175
Executive women		-	10,000	(10,000.00)	(10,000)
Grant Revenue	1,975,945	1,975,945	1,976,770	(825.00)	(825)
		-		-	-
Building Fund	128,000	128,000.00	128,000	-	-
		-		-	-
Library Revenue		-		-	-
Book Sale	10,000	10,000.00	6,447	3,552.55	3,553
Fines and Fees	75,000	75,000.00	77,089	(2,089.25)	(2,089)
Funds Raised	90,000	90,000.00	32,241	57,759.30	57,759
Rental	35,000	35,000.00	37,521	(2,521.05)	(2,521)
Library Revenue	210,000	210,000	153,298	56,701.55	56,702
		-		-	-
REVENUE	2,313,945	2,313,945.00	2,130,068	183,876.55	183,877
Endowment G/L		-	199,334	(199,334.28)	(199,334)

EXPENDITURES BY TYPE	Approved 2017/2018	Budget YTD 09/30/18	09/30/18 Actual YTD 2017-2018	Variance based on Budget YTD vs Actual YTD	Variance based on Approved budget
Personnel Services		-		-	
Wages & Related Taxes	1,201,295	1,201,295.00	1,150,763	50,532.31	50,532
Benefits	255,000	255,000.00	227,083	27,916.79	27,917
Personnel Services	1,456,295	1,092,221.25	1,377,846	(285,624.65)	78,449
		-		-	-
Library Materials	250,000	250,000.00	255,027	(5,027.05)	(5,027)
		-		-	-
Operating Expense		-		-	-
Administrative Expense	9,450	9,450.00	12,658	(3,208.11)	(3,208)
Building Maintenance	146,125	146,125.00	179,636	(33,510.97)	(33,511)
Contingency Fund	5,000	5,000.00	5,000	-	-
Contract Services	128,000	128,000.00	17,819	110,181.33	110,181
Equipment Maintenance	56,125	56,125.00	53,608	2,517.28	2,517
Insurance	27,000	27,000.00	36,869	(9,868.99)	(9,869)
Lifelong Learning Communit	15,000	15,000.00	8,227	6,773.00	6,773
Postage & Shipping	3,000	3,000.00	2,380	620.00	620
Printing	1,000	1,000.00	7,203	(6,202.56)	(6,203)
Professional Expenses	25,000	25,000.00	75,351	(50,351.40)	(50,351)
Program Expenses	7,350	7,350.00	12,694	(5,343.54)	(5,344)
Property Tax	6,300	6,300.00	7,584	(1,284.39)	(1,284)
Supplies	25,000	25,000.00	24,104	895.62	896
Training & Travel	6,300	6,300.00	7,059	(759.44)	(759)
Utilities	147,000	147,000.00	128,856	18,144.45	18,144
IT Upgrade		-	156,439	(156,439.29)	(156,439)
Total Operating Expense	607,650	607,650.00	735,487	(127,837.01)	(127,837)
		-		-	-
Expenditures	2,313,945	2,313,945	2,368,360	(54,414.96)	(54,415)
NET INCOME	-		(38,957)	38,957	38,957

NOTES:

*Program Expenses contain Delray Reads Program total expr 4537.76
City of Delray reimbursement 2000.00 reflected in income (87.76 pd by DBPL)
*Professional Expenses include outsourced consulting CPA and Audit
*contingency contains 4th Q payment made to Palm Beach State college request received after 09/30/17.
* Endowment unrealized/realized G/L are not operating income
* 4th Q from the CRA has not been received

Delray Beach Public Library

Balance Sheet

As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Total 1000 · Operating-Paradise Bank	161,989.70
10000 · Oper Paradise/Chking Fthld 4708	11,056.91
1040-0 · Facilities Reserve Fund-2336	520,645.62
Total 1040 · Endowment/Bldg Fund-Merrill Lyn	2,737,286.95
1060 · LionsClub Endow-Merrill Lyn2266	20,337.94
1080 · Petty Cash	250.00
1090 · Cash Drawer	300.00
Total Checking/Savings	3,451,867.12
Total Accounts Receivable	134,250.00
Total Other Current Assets	21,647.00
Total Current Assets	3,607,764.12
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
Total Other Assets	945,348.00
TOTAL ASSETS	**12,867,460.17**
LIABILITIES & EQUITY	
Liabilities	
Total Current Liabilities	23,795.84
Total Liabilities	23,795.84
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
3065 · Land Revaluation Reserve	388,000.00
Net Income	-38,957.26
Total Equity	12,843,664.33
TOTAL LIABILITIES & EQUITY	**12,867,460.17**