

Exhibit "A"
Delray Beach CRA FY 2018-19
Goals and Outcomes Report

Delray Beach Public Library - ACTIVITY # <u>A</u> : CRA Sundays & Monday Operations		Yearly Goal	Qtr 1 Ending 12/31/18	Qtr 2 Ending 3/31/19	Qtr 3 Ending 6/30/19	Qtr 4 Ending 9/30/19	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OUTPUTS										
1	Number of Sundays library is open September to May	36	14				14	39%	X	
2	Number of Mondays library is open	47	13				13	28%	X	
3	Patron Visits (by duplicated visitors)	100,200	28,811				28,811	29%	X	
4	New adult cards issued	1,300	326				326	25%	X	
5	New juvenile cards issued	120	50				50	42%	X	
6	Adult programs presented	160	32				32	20%	X	
7	Program attendance	3,800	684				684	18%	X	
8	Reference Desk staff assistance for patrons in person, via phone email and text	12,200	4,119				4,119	34%	X	
9	Material circulated- Print	40,100	9,385				9,385	23%	X	
10	Material circulated- Audio & visual	9,100	1,907				1,907	21%	X	
11	Material circulated- E-Books	1,500	992				992	66%	X	
12	Volunteer Hours	750	336				336	45%	X	
13	Volunteer Visits	150	135				135	90%	X	
OUTCOMES										
15	Number of visitors to downtown Delray Beach	100,000	28,811				28,811	29%	X	

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16	Patrons obtain access to free library materials, programs and services	1,320	326					326	25%	X	
17	Patron savings by attending free programs	\$3,750	\$6,265					\$6,265.00	167%	X	
18	People of all walks of life get personalized, professional assistance with their educational, informational, recreational, technological, and business needs.	12,000	4,119					4,119	34%	X	
19	Patron savings as results of borrowing library material	\$1,010,000	\$270,248					\$270,248.00	27%	X	
20	Volunteer opportunities created.	150	19					19	13%		X
21	Volunteers savings realized in personnel expenses	\$12,000	\$8,296					\$8,296	69%	X	
NARRATIVE											
Delray Beach Public Library - ACTIVITY # A : CRA Sundays & Monday Operations		Yearly Goal	Qtr 1 Ending 12/31/19	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										

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6	Adult programs presented	
7	Program attendance	Program Attendance was overestimated in original 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-books from both Overdrive and Hoopla sources for quarter.
12	Volunteer Hours	Volunteer hours were overestimated 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 \$9.16 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, audiovisual, and Ebooks) by unit cost of \$22.00 per item. Patron savings was overestimated.
20	Volunteer opportunities created.	Volunteer opportunities created were overestimated in original forecast.

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21	Volunteers savings realized in personnel expenses	Calculated by number of Volunteer Hours X \$24.69 per hour as determined by independentsector.org as to average hourly wage. The number of volunteer hours was underestimated.

Karen Henard

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 Outcomes Report

Delray Beach Library - ACTIVITY # <u>B</u> : Business Resource Center at the Library		Yearly Goal	Qtr 1 Ending 12/31/18	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	10% growth of number of small businesses served by the Small Business Development Center and Inc. Pad@ the Library.	140	31	0	0	0	31	22%	X	
2	8-part Small Business Training Seminar Series	8	0	0	0	0	0	0%		X
3	Community Outreach promotion of the SBDC Business Res Ctr. Brochures and Library Website	2	2	0	0	0	2	100%	X	
4	Construction Weekend Mini-Conference	1	1	0	0	0	1	100%	X	
5	Cohort Consulting for Trade	4	0	0	0	0	0	0%		X
OUTCOMES										
1	140 small businesses counseled by the SBDC @ the Library with an expected reflecting a 10% growth.	140	31	0	0	0	31	22%	X	
2	At least 80 Attendees participate in seminar series	80	0	0	0	0	0	0%		X
3	Community Outreach promotion of the SBDC Business Res Ctr. Brochures and Library Website	2	2	0	0	0	2	100%	X	
4	At least 30 Attendees participate in Construction Weekend Mini-Conference	30	48	0	0	0	48	160%	X	
5	Cohort Consulting for Trade	4	0	0	0	0	0	0%		X

Exhibit "B"
Delray Beach CRA FY 2017-18
Goals and Outcomes 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.	140	31	0	0	0	31	22%	X		
2	8-part Small Business Training Seminar Series	8	0	0	0	0	0	0%		X	
		All SBDC workshops were scheduled for the training room located in the Business Services area of the library. That training room was transitioned into a Creative Cloud Lab requiring us to reschedule the workshop for Q1 as the rest of the meeting rooms were booked for other groups. The remaining courses for the seminar series will be held in a different meeting space.									
3	Community Outreach promotion of the SBDC Business Res Ctr. Brochures and Library Website	2	2	0	0	0	2	100%	X		
4	Construction Weekend Mini-Conference	1	1	0	0	0	1	100%	X		
5	Construction Trade Cohorts	4	0	0	0	0	0	0%		X	
		Trade Cohorts to Start Q2.									
OUTCOMES											
1	140 small businesses counseled by the SBDC @ the Library with an expected reflecting a 10% growth.	140	31	0	0	0	31	22%	X		
3	At least 80 Attendees participate in seminar series	80	0	0	0	0	0	0%		X	
		All SBDC workshops were scheduled for the training room located in the Business Services area of the library. That training room was transitioned into a Creative Cloud Lab requiring us to reschedule the workshop for Q1 as the rest of the meeting rooms were booked for other groups. The remaining courses for the seminar series will be held in a different meeting space.									
	Community Outreach promotion of the SBDC Business Res Ctr. Brochures and Library Website	2	2	0	0	0	2	100%			
4	At least 30 Attendees participate in Construction Trade seminar series	30	48	0	0	0	48	160%	X		
		65 total attendance when including City Officials and Industry Support Reps. Exceeding the goal of 30 was in large part a result of the OED's excellent support in marketing the event through website and networking in the construction industry. SBDC Consultant, Jackie Ramirez, marketed through their Palm Beach County and Delray Beach contacts and our industry speakers were influential in spreading the word.									
5	Construction Trade Cohorts	4	0	0	0	0	0	0%		X	
		Cohorts to begin in Q2									
Submitted By: Jacqueline Ramirez SBDC		Jacqueline A. Ramirez									
Karen Ronald Library Director											

Exhibit "B"

Combined Quarterly Budget Report "Program A &B " 1st Quarter 2018-2019

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:1

INCOME	FY 2018-19 Quarter(1) 10/01/18- 12/31/18	FY 2018-2019 Year-to-Date 10/01/18- 12/31/18	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Fees, Tickets Registrations etc.	74,420	74,420	135,500	(61,080)	54.92%
Corporate Grants/Contributions		-		-	
Individual Donations		-		-	
Foundation Grants	10,300	10,300	115,000	(104,700)	
Government - Federal		-		-	
Government- Local/County	726,750	726,750	1,453,500	(726,750)	50.00%
Government- State	-	-	60,270	(60,270)	0.00%
In-Kind	-	-	-	-	
Membership	-	-	-	-	
CRA Actual or Requested	114,500	114,500	458,000	(343,500)	0.00%
Other: Fines & Fees	29,183	29,183	91,000	(61,817)	32.07%
Other: Rental Income	5,725	5,725	36,000	(30,275)	15.90%
Total Income	960,878	960,878	2,349,270	(1,388,392)	40.90%
EXPENSE	FY 2018-19 Quarter(1) 10/01/18- 12/31/18	FY 2018-2019 Year-to-Date 10/01/18- 12/31/18	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	359,168	359,168	1,255,333	(896,165)	28.61%
Fringe Benefits	60,655	60,655	255,000	(194,345)	23.79%

Professional Svcs/consulting	3,813	3,813	25,000	(21,187)	15.25%
Insurance	17,828	17,828	43,000	(25,172)	41.46%
Licenses, Registration, Permits		-		-	
Conferences & Meetings(Admin exp)	2,868	2,868	12,300	(9,432)	23.32%
Copying & Printing	652	652	5,000	(4,348)	13.03%
Equipment Rental/Maintenance	10,041	10,041	55,000	(44,959)	18.26%
Rent/Mortgage & Maintenance	54,769	54,769	150,994	(96,225)	36.27%
Utilities	33,759	33,759	125,000	(91,241)	27.01%
Telecommunication		-		-	
Office & Program Supplies	4,426	4,426	20,000	(15,574)	22.13%
Postage and Delivery	1,522	1,522	2,000	(478)	76.10%
Local Travel	2,491	2,491	8,893	(6,402)	28.01%
Building Improvements	-	-	-	-	
Small Business Development Center	1,000	1,000	40,000	(39,000)	2.50%
Other: Library Materials	78,293	78,293	200,000	(121,707)	39.15%
Other: Lifelong Learning etc...	14,909	14,909	29,150	(14,241)	51.15%
Other: Property tax	7,340	7,340	7,600	(260)	96.57%
Other: Grant Disbursements	378	378	115,000	(114,622)	0.33%
Sub-Total	653,911	653,911	2,349,270	(1,695,359)	27.83%
Total Expense	653,911	653,911	2,349,270	(1,695,359)	27.83%
Net Operating Income	306,967	306,967	-	306,967	
Endowment Activity	227,659	227,659		227,659	
Net Combined Income	79,308	79,308		79,308	

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:1

___ Exceeding Projection

x On Target

___ Below Projection

INCOME:

Explanation of Variances

Fees, Tickets, Registration, etc.	on target
Corporate Grants/Contributions	
Individual Donations	
Foundation Grants	PNC and Jarden grants received YTD
Government - Federal	
Government- Local/County	Above target due to City Grant includes 2nd Quarter, receivable
Government- State	Library has not received state grant as of 12/31/18
Interest Income	
Membership	Memberships not active
CRA Actual or Requested	Library has not received CRA funding for first quarter
Other: Fines and Fees	On target

___ Lower than Projection

X On Target

___ Exceeding Projection

EXPENSES:

Explanation of Variances

Salaries & Related Taxes	On Target
Fringe Benefits	On Target
Professional Svcs/consulting	On Target
Insurance	Installments in 4 payments to be on target by YE
Licenses, Registration, Permits	This category is not used.
Conferences & Meetings(Admin exp)	On Target
Copying & Printing	On Target
Equipment Rental/Maintenance	On Target
Rent/Mortgage & Maintenance	Increased maintenance due to age of structure
Utilities	On Target
Telecommunication	This category is not used.
Office & Program Supplies	Includes expenses for programs such as the Delray Reads
Postage and Delivery	On Target
Local Travel	On Target
Capital Expenditures	No Capital Improvements scheduled for the YE 2019

other: Small Business Development Center	Below Target, FAU has not billed for 1st Q Admin
other: Library Materials	Above Target, expected to level out as year progresses.
Other: Lifelong Learning etc...	Increase in Program choices and publications
Other: Property tax	On Target, no changes to PT till 2020

Karen Ronald

Karen Ronald

Executive Director, Delray Beach Public Library

Exhibit "B"

Combined Quarterly Budget Report "Program A " 1st Quarter 2018-2019

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:1

INCOME	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-2018 Year-to-Date 10/01/18- 12/31/18	FY Budget 2018- 2019	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	418,000	(313,500)	-133.33%
Other: Fines & Fees				-	
Other: Rental Income				-	
Total Income	104,500	104,500	418,000	(313,500)	-133.33%
EXPENSE	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-2018 Year-to-Date 10/01/18- 12/31/18	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	68,960	68,960	241,024	(172,064)	28.61%
Fringe Benefits	10,948	10,948	47,035	(36,087)	23.28%

Professional Svcs/consulting	689	689	4,515	(3,826)	15.25%
Insurance	3,220	3,220	7,766	(4,546)	41.46%
Licenses, Registration, Permits		-		-	
Conferences & Meetings(Admin exp)	529	529	2,268	(1,739)	23.32%
Copying & Printing	130	130	1,000	(870)	13.04%
Equipment Rental/Maintenance	1,813	1,813	9,933	(8,120)	18.26%
Rent/Mortgate & Maintenance	9,886	9,886	27,270	(17,384)	36.25%
Utilities	6,087	6,087	22,575	(16,488)	26.96%
Telecommunication		-		-	
Office & Program Supplies	798	798	3,603	(2,805)	22.14%
Postage and Delivery	275	275	600	(325)	45.81%
Local Travel					
Building Improvements					
Other: Small Business Development Center				-	
Other: Library Materials	14,116	14,116	45,150	(31,034)	31.27%
Other: Lifelong Learning etc...	2,691	2,691	5,262	(2,571)	51.15%
Other: Property tax		-			
Sub-Total	120,142	120,142	418,000	(297,858)	28.74%
Total Expense	120,142	120,142	418,000	(297,858)	28.74%
NET INCOME		(15,642)	(15,642)	0	(15,642)

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:1

____Exceeding Projection

 x On Target

____Below Projection

INCOME:

Explanation of Variances

Fees, Tickets, Registration, etc.	on target
Corporate Grants/Contributions	
Individual Donations	
Foundation Grants	PNC , Jarden
Government - Federal	
Government- Local/County	NA
Government- State	Library has not received state grant as of 12/31/18
Interest Income	
Membership	Memberships not active
CRA Actual or Requested	Library has not received CRA funding for first quarter
Other: Fines and Fees	On target

☐ Lower than Projection
 ☒ On Target
 ☐ Exceeding Projection

EXPENSES:

Explanation of Variances

Salaries & Related Taxes	On Target
Fringe Benefits	On Target
Professional Svcs/consulting	Below target
Insurance	Installments in 4 payments to be on target by YE
Licenses, Registration, Permits	This category is not used.
Conferences & Meetings(Admin exp)	On Target
Copying & Printing	On Target
Equipment Rental/Maintenance	On Target
Rent/Mortgage & Maintenance	Increased maintenance due to age of structure
Utilities	On Target
Telecommunication	This category is not used.
Office & Program Supplies	On Target
Postage and Delivery	Contains postal costs for fall and winter campaigns as well as Musical Matinee
Local Travel	This category not used for CRA sundays
Capital Expenditures	No capital expenditures expected for YE 2019
other: Small Business Development Center	category not used for CRA

Other: Library Materials		Above target, one time payments due beginning of year.
Other: Lifelong Learning etc...		Increase in Program choices and publications
Other: Property tax		This category not used for CRA sundays

Karen Ronald

Karen Ronald

Executive Director, Delray Beach Public Library

Exhibit "B"
Quarterly Budget Report "Program B" 1st Quarter

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018

Quarter 1

Budget

INCOME	FY 2017-18 Quarter (1) 10/01/2017 to 12/31/2017	FY 2017-18 Year-to-Date 10/01/2017 to 12/31/17	FY Budget 2017-18	Variance Favorable (Unfavorable)	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	10,000.00	10,000.00	40,000	(30,000)	25.00%
Other: Fines & Fees					
Other: Rental Income					
Other:				-	
Total Income	10,000	10,000	40,000	(30,000)	25.00%
EXPENSE	FY 2017-18 Quarter (1) 10/01/2017 to 12/31/2017	FY 2017-18 Year-to-Date 10/01/2017 to 12/31/17	FY Budget 2017-18	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes					
Fringe Benefits					
Professional Svcs/Consulting	0	0	30,000	(30000.00)	0.00%
Insurance					
Licenses, Registration, Permits					
Conferences & Meetings	0	0	4,500	(4,500)	

Copying & Printing	1000	1000	4,000	(3,000)	25.00%
Equipment Rental/Maintenance	0	0	800	(800)	0.00%
Rent/Mortgage & Maintenance		0			
Utilities					
Telecommunication					
Office & Program Supplies	0	0	700	(700)	0.00%
Postage & Delivery					
Local Travel					
Capital Expenditures					
Other: Library Materials					
Other: Lifelong Learning, Property Tax, Etc.					
Total Expenses	1,000	1,000	40,000	(39,000)	2.50%
NET INCOME	9,000	9,000	0	9,000	

CRA Budget Narrative Report "B"

ORGANIZATION NAME: Delray Beach Public Library

FY 2017-2018 Budget

Quarters 1

☐ Exceeding Projection

☒ 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	
In-Kind	
Interest Income	
Membership	
CRA Actual or Requested	1st Quarter payment recorded as a receivable, not received as of 12/31/18
Other: Fines and Fees	
Other:	
Other:	

☐ Lower than Projection

☒ On Target

☐ Exceeding Projection

EXPENSES:

Explanation of Variances

Salaries & Related Taxes

Fringe Benefits

Professional Svcs/Consulting

Contract services fee for salary of consultant housed at Library has not been billed

Insurance

Licenses, Registration, Permits

Conferences & Meetings

Below Target, no invoices received for service as of 12/31/18

Copying & Printing

On Target

Equipment Rental/Maintenance

Rent/Mortgage & Maintenance

Utilities

Telecommunication

Office & Program Supplies

No invoices received

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

10:54 AM
01/18/19
Accrual Basis

Delray Beach Public Library
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating-Paradise Bank	94,453.49
10000 · Oper Paradise/Chking Fthld 4708	11,056.91
1080 · Petty Cash	250.00
1090 · Cash Drawer	300.00
Total Checking/Savings	106,060.40
Accounts Receivable	503,290.66
Other Current Assets	3,072,758.69
Total Current Assets	3,682,109.75
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	12,941,805.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,977.11
Credit Cards	3,650.31
Other Current Liabilities	196.35
Total Current Liabilities	24,823.77
Total Liabilities	24,823.77
Equity	
3000 · Retained Earnings	160,427.93
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

10:54 AM

01/18/19

Accrual Basis

Delray Beach Public Library

Balance Sheet

As of December 31, 2018

	Dec 31, 18
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	79,307.68
Total Equity	12,916,982.03
TOTAL LIABILITIES & EQUITY	12,941,805.80