

Delray Beach Public Library

Q2 Narrative Paragraph – January 2019 to March 31, 2019

This 2nd quarter on CRA Sundays and Mondays, 2018/19, the Delray Beach Public Library welcomed 33,895 patrons into the Library and issued 438 new adult library cards (63% and 59% of full year target outputs respectively, 2nd Quarter complete). The Library issued 54 new Juvenile cards. Adult programing recorded 64 adult programs presented with attendance numbers (1,136) reaching 48% (2nd Quarter complete) of output target. This attendance created a patron savings of \$10,406 (using an average ticket price of \$9.16 as established by the National Association of Theater Owners). Patrons checked out 11,123 print items, 2,317 audio-visuals, and 1,154 EBooks (51%, 46% and 143% of totals respectively). This represents a patron savings (using \$22.00 per item as an average) of \$319,770.00 – 58% (2nd Quarter complete) of output target. The Delray Beach Public Library realized a personnel expense savings of \$8,372.00 resulting from 355 volunteer hours (calculated by an average hourly wage for non-profit employees of \$24.69 as established by independentsector.org). The Library's Reference Services assisted patrons with information requests 4,975 times this quarter (75% of total output target, 2nd Quarter complete). This created a patron savings of \$11,641.00 based on an \$2.34 value of a reference transaction established by glassdoor.com.

Submitted by:

Karen Ronald

Karen Ronald
Library Director
April 15, 2019



BY:

Delray Beach Public Library

Q2 A Guide Report- Program B – January 2019 to March 31, 2019

In Q1 the Business Resource Center held one-on-one consultations with 24 distinct customers with on- average more hours focused per client. During this quarter, businesses received assistance with business planning, review of financials, marketing strategy (website review specifically), capital access guidance, team development, strategic planning and capital investment.

In addition, we are working with two local inventors who need assistance with both prototype and/or manufacturing support as well as connecting with Angel Investors. We are working in partnership with FAU's Tech Runway to align them with the appropriate resources. For one of the clients, a long time Delray Beach resident, we were able to include him in the Tech Runway "Meet the Angels" event and while there, educate him on the process and requirements of preparing for a pitch discussion as well as introduce him to a number of the investment companies. We'll now continue to work with him to develop his prototype and move toward additional conversations within the angel community.

Seminars in the Library draw large registrations (25-30) from both within and outside of the City of Delray Beach however actual attendance is low. The cause of the decrease due to several participants instead choosing one-on-one consulting, lack of commitment - there is not charge for the seminars so easy to delay attendance, and traffic issues as a result of the time the seminars are held. Last year we held seminars in the mornings. This year we were asked to experiment with holding seminars from 4-6 pm so that people could attend after traditional work hours. Q3 seminars are scheduled for:

4/23: Cash Flow Management (DBPL)

5/10: Government Contract Terms and Conditions (Florida Women's Business Center/TED)

5/17: Government Contracting - RFP/RFQ Process (Florida Women's Business Center/TED)

5/21: Key Elements of Business Planning using the Business Model Canvas (DBPL)

5/23: The Veteran Certification and Verification Prog. (Florida Women's Business Center/TED)

6/28: How to be Certified as a Disadvantaged, Minority or Woman-owned Business (DBPL)

Cohort Consulting for the construction industry conference attendees was transitioned to one-on-one consulting services. The population that the cohorts were originally intended to service did not, although they had registered, attend the conference. The individual clients we are working with include prime contractors in the areas of residential construction, construction project management, and construction services. Areas of focus include human resource needs, team development, long-range planning for exit strategy, cash flow issues, and leadership/team coaching.

We have partnered with BCoSF Media to edit the Construction Mini Conference video into short learning sessions. These will be added to the Delray Beach Public Library website for easy access.

Submitted by:

Jaqueline Ramirez

Jacqueline Ramirez

SBDC at FAU Division of Research

Karen Ronald
Karen Ronald

Library Director

April 15th, 2019

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	13			27	75%	X	
2	Number of Mondays library is open	47	13	10			23	49%	X	
3	Patron Visits (by duplicated visitors)	100,200	28,811	33,895			62,706	63%	X	
4	New adult cards issued	1,300	326	438			764	59%	X	
5	New juvenile cards issued	120	50	54			104	87%	X	
6	Adult programs presented	160	32	64			96	60%	X	
7	Program attendance	3,800	684	1,136			1,820	48%	X	
8	Reference Desk staff assistance for patrons in person, via phone email and text	12,200	4,119	4,975			9,094	75%	X	
9	Material circulated- Print	40,100	9,385	11,123			20,508	51%	X	
10	Material circulated- Audio & visual	9,100	1,907	2,317			4,224	46%	X	
11	Material circulated- E-Books	1,500	992	1,154			2,146	143%	X	
12	Volunteer Hours	750	336	355			691	92%	X	
13	Volunteer Visits	150	135	124			259	173%	X	
OUTCOMES										
15	Number of visitors to downtown Delray Beach	100,000	28,811	33,895			62,706	63%	X	

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

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

6	Adult programs presented	
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	
11	Material circulated- E-Books	All Quarters: Circulation of e-books from both Overdrive and Hoopla sources for quarter.
12	Volunteer Hours	All Quarters: Volunteer hours were underestimated in original outputs forecast.
13	Volunteer Visits	All Quarters: Volunteer visits were underestimated in original outputs forecast.
14	OUTCOMES	
15	Number of visitors to downtown Delray Beach	All Quarters: 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.

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

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 Ronald

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 # B : 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	24	0	0	55	39%		x
2	8-part Small Business Training Seminar Series	8	0	3	0	0	3	38%		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	24	0	0	55	39%	X	
2	At least 80 Attendees participate in seminar series	80	0	11	0	0	11	14%		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

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	24	0	0	55	39%		X	
		Growth of distinct customers lower within the second quarter due to emphasis on ongoing project work with a few select clients.									
2	8-part Small Business Training Seminar Series	8	0	3	0	0	3	38%		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	24	0	0	55	39%	X		
3	At least 80 Attendees participate in seminar series	80	0	11	0	0	11	14%		X	
		The SBDC seminars had confirmed attendance as 35 and 25 for a total of 40 participants, however the no show # was quite high this quarter. Weather and parking issues as a result of the tennis tournament attributed to the low turnouts. Of those that registered, the majority were from outside of the City of DB.									
	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 Trade seminar series	30	48	0	0	0	48	160%	X		
		55 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 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	
		Population for which the cohorts were designed did not attend the Construction Conference due to political issues within the community. Instead, coaching is ongoing with individual construction companies from throughout the CRA district and City of Delray Beach. We have assisted with networking these clients with options for hiring staff, organizing other construction events and operations guidance/consultations, including team design, revenue forecasting and networking.									

Submitted By: Jacqueline Ramirez SBDC	<i>Jacqueline Ramirez</i>
Karen Ronald Library Director	<i>Karen Ronald</i>

Exhibit "B"

Combined Quarterly Budget Report "Program A &B " 2nd Quarter 2018-2019

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:2

INCOME	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-18 Quarter(2) 01/01/19- 03/31/19	FY 2016-2017 Year-to-Date 10/01/18- 3/31/2019	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Fees, Tickets Registrations etc.	74,420	86,410	160,830	135,500	25,330	118.69%
Corporate Grants/Contributions		0	0		-	
Individual Donations		0	0		-	
Foundation Grants	10,300	9,982	20,282	115,000	(94,718)	
Government - Federal			0		-	
Government- Local/County	726,750	363,375	1,090,125	1,453,500	(363,375)	75.00%
Government- State	0	0	0	60,270	(60,270)	0.00%
In-Kind	0	0	0	0	-	
Membership	0	0	0	0	-	
CRA Actual or Requested	114,500	0	114,500	458,000	(343,500)	25.00%
Other: Fines & Fees	29,183	46,039	75,222	91,000	(15,778)	82.66%
Other: Rental Income	5,725	11,777	17,502	36,000	(18,498)	48.62%
Total Income	960,878	517,583	1,478,461	2,349,270	(870,809)	62.93%
EXPENSE	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-18 Quarter(2) 01/01/19- 03/31/19	FY 2016-2017 Year-to-Date 10/01/18- 3/31/2019	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	359,168	274,018	633,186	1,255,333	(622,147)	50.44%
Fringe Benefits	60,655	54,223	114,878	255,000	(140,122)	45.05%
Professional Svcs/consulting	3,813	28,369	32,182	25,000	7,182	128.73%
Insurance	17,828	4,860	22,688	43,000	(20,312)	52.76%

Licenses, Registration, Permits		0	0		-	
Conferences & Meetings(Admin exp)	2,868	4,648	7,516	12,300	(4,784)	61.11%
Copying & Printing	652	3,496	4,148	5,000	(852)	82.96%
Equipment Rental/Maintenance	10,041	12,265	22,306	55,000	(32,694)	40.56%
Rent/Mortgage & Maintenance	54,769	40,068	94,837	150,994	(56,157)	62.81%
Utilities	33,759	18,285	52,044	125,000	(72,956)	41.64%
Telecommunication		0	0		-	
Office & Program Supplies	4,426	6,489	10,915	20,000	(9,085)	54.58%
Postage and Delivery	1,522	216	1,738	2,000	(262)	86.90%
Local Travel	2,491	565	3,056	8,893	(5,837)	
Building Improvements	0	0	0	0	-	0.00%
Small Business Development Center	1,000		1,000	40,000		
Other: Library Materials	78,293	46,478	124,771	200,000	(75,229)	62.39%
Other: Lifelong Learning etc...	14,909	13,449	28,358	29,150	(792)	97.28%
Other: Property tax	7,340	0	7,340	7,600	(260)	96.58%
Other: Grant Disbursements	378	0	378	115,000	(114,622)	
Sub-Total	653,911	507,430	1,161,341	2,349,270	(1,187,929)	49.43%
Total Expense	653,911	507,430	1,161,341	2,349,270	(1,187,929)	49.43%
Net Operating Income	306,967	10,153	317,120	0	317,120	
Endowment Activity	227,659	(194,424)	33,235		33,235	
Net Combined Income	79,308	204,577	283,885		283,885	

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:2

____ 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	Jarden and Harvey Kimmel grants for summer reading/childrens technology programs

Government - Federal	
Government- Local/County	Above target due to City Grant includes 3rd Quarter, Pd in March 19
Government- State	Library has not received state grant as of 03/31/19
Interest Income	
Membership	Memberships not active
CRA Actual or Requested	Below target have not received 2nd Quarter
Other: Fines and Fees	On target
Other: Endowment Interest	Endowment interest is not used for day to day operation

☐ Lower than Projection
 ☒ 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, and 17-18 audit.
Insurance	Above Target, Insurance rates increase.
Licenses, Registration, Permits	This category is not used.
Conferences & Meetings(Admin exp)	On Target
Copying & Printing	Includes updated Welcome Packets for the circulation desk and additional program brochures.
Equipment Rental/Maintenance	On Target
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	On Target
Postage and Delivery	On Target
Local Travel	Below target, expected to increase as CE continues throughout the year.
Capital Expenditures	No Capital Expenditures expected 18-19
other: Small Business Development Center	Below target, FAU billed 1st Quarter in start of 3rd Quarter, 2nd Quarter not received
other: Library Materials	On target, includes digital subscription renewals.
Other: Lifelong Learning etc...	Increase in Program choices and publications
Other: Property tax	property tax decrease

Karen Ronald

Karen Ronald

Executive Director, Delray Beach Public Library

Exhibit "B"

Combined Quarterly Budget Report "Program A " 2nd Quarter 2018-2019

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:2

INCOME	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-18 Quarter(2) 01/01/19- 03/31/19	FY 2017-2018 Year-to-Date 10/01/18- 03/31/19	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)	25.00%
Other: Fines & Fees					-	
Other: Rental Income					-	
Other: Building Fund					-	
Other: Endowment Interest					-	
Total Income	104,500	-	104,500	418,000	(313,500)	
EXPENSE	FY 2017-18 Quarter(1) 10/01/18- 12/31/18	FY 2017-18 Quarter(2) 01/01/19- 03/31/19	FY 2017-2018 Year-to-Date 10/01/18- 03/31/19	FY Budget 2018- 2019	Variance Favorable (Unfavorable)	Percentage
Salaries & Related Taxes	68,960	52,611.46	121,572	241,024	(119,452)	50.44%
Fringe Benefits	10,948	10,241.02	21,189	47,035	(25,846)	45.05%
Professional Svcs/consulting	689	5,123.44	5,812	4,515	1,297	128.73%

Insurance	3,220	877.72	4,097	7,766	(3,668)	52.76%
Licenses, Registration, Permits		-	0		-	
Conferences & Meetings(Admin exp)	529	857.09	1,386	2,268	(882)	61.11%
Copying & Printing	130	699.20	830	1,000	(170)	82.96%
Equipment Rental/Maintenance	1,813	2,215.06	4,028	9,933	(5,905)	40.56%
Rent/Mortgate & Maintenance	9,886	7,241.76	17,128	27,270	(10,142)	62.81%
Utilities	6,087	3,312.40	9,399	22,575	(13,176)	41.64%
Telecommunication		-	0		-	
Office & Program Supplies	798	1,385.43	2,183	3,603	(1,420)	60.59%
Postage and Delivery	275	72.73	348	600	(252)	57.93%
Local Travel	-	-	0			
Building Improvements	-	-	0			
Other: Small Business Development Center	-	-	0		-	
Other: Library Materials	14,116	8,417.41	22,534	45,150	(22,616)	49.91%
Other: Lifelong Learning etc...	2,691	2,427.54	5,119	5,262	(143)	97.28%
Other: Property tax		-			-	0.00%
Sub-Total	120,142	95,482	215,624	418,000	(202,376)	51.58%
Total Expense	120,142	95,482	215,624	418,000	(202,376)	51.58%
NET INCOME		(15,642)	(95,482)	(111,124)	0	(111,124)

CRA Budget Narrative Report "A"

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarter:2

☐ 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				
Interest Income				
Membership				Memberships not active
CRA Actual or Requested				Library has only received CRA funding for first quarter
Other: Fines and Fees				
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 and 17-18 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	Increase in Program choices and publications
Postage and Delivery	On Target
Local Travel	not included in this budget
Capital Expenditures	No capital expenditures 18-19
other: Small Business Development Center	not included in this budget
other: Library Materials	On target, includes digital resources annual renewals.
Other: Lifelong Learning etc...	Increase in Program choices and publications
Other: Property tax	not included in this budget

Karen Ronald

Karen Ronald

Executive Director, Delray Beach Public Library

Exhibit "B"
Quarterly Budget Report "Program B" 2nd Quarter

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019
 Budget

INCOME	FY 2018-18 Quarter (1) 10/01/2018 to 12/31/2019	FY 2018-2019 Quarter (2) 01/01/19- 03/31/19	FY 2018-19 Year-to-Date 10/01/2018- 03/31/19	FY Budget 2018-19	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	0.00	10,000.00	10,000.00	40,000	(30,000)	25.00%
Other: Fines & Fees						
Other: Rental Income						
Other:						
Total Income	0	10,000	10,000	40,000	(30,000)	25.00%
EXPENSE	FY 2018-18 Quarter (1) 10/01/2017 to 12/31/2017	FY 2018-2019 Quarter (2) 01/01/19- 03/31/19	FY 2018-19 Year-to-Date 10/01/2018- 03/31/19	FY Budget 2018-19	Variance Favorable (unfavorable)	Percentage
Salaries & Related Taxes						
Fringe Benefits						
Professional Svcs/Consulting	0		0	30,000	(30000.00)	0.00%
Insurance					0.00	
Licenses, Registration, Permits					0.00	
Conferences & Meetings	0		0	4,500	(4500.00)	
Copying & Printing	0	1000	1000	4,000	(3000.00)	25.00%
Equipment Rental/Maintenance	0		0	800	(800.00)	0.00%

Rent/Mortgage & Maintenance				0			0.00	
Utilities							0.00	
Telecommunication							0.00	
Office & Program Supplies	0			0	700	(700.00)	0.00%	
Postage & Delivery						0.00		
Local Travel						0.00		
Capital Expenditures						0.00		
Other: Library Materials						0.00		
Other: Lifelong Learning, Property Tax, Etc.	0			0		0.00		
Total Expenses	0	1,000		1,000	40,000	(39000.00)	2.50%	
NET INCOME		0	9,000		9,000	0	9,000	

CRA Budget Narrative Report "B"

ORGANIZATION NAME: Delray Beach Public Library

FY 2018-2019 Budget

Quarters 2

___ 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 received in 2nd Quarter
Other: Fines and Fees	
Other:	
Other:	

___ Lower than Projection

☒ On Target

___ exceeding projected

EXPENSES:

Explanation of Variances

Salaries & Related Taxes	
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Fringe Benefits	
Professional Svcs/Consulting	FAU has not invoiced for 1st quarter or 2nd quarter for services.
Insurance	
Licenses, Registration, Permits	
Conferences & Meetings	
Copying & Printing	Below Target, expected to increase by YE 19
Equipment Rental/Maintenance	
Rent/Mortgage & Maintenance	
Utilities	
Telecommunication	
Office & Program Supplies	
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 Consultant

Budget vs Actual FY 2018-19

REVENUE	Approved 2018-19	Budget YTD 03/31/19	Actual YTD 03/31/19	Variance based on Budget YTD vs Actual
<i>Grant Revenue</i>				
City Grant	1,453,500	726,750	1,090,125	(363,375)
CRA Grant	458,000	229,000	114,500	114,500
State Library Grant	60,270	30,135	0	15,068
Other Grants/Campaigns	115,000	57,500	20,282	37,218
Grant Revenue	2,086,770	1,043,385	1,224,907	(181,522)

<i>Library Revenue</i>				
Book Sale	6,000	3,000	4,286	1,714
Fines and Fees	85,000	42,500	70,936	14,064
Funds Raised/Events	135,500	67,750	160,830	(25,330)
Rental	36,000	18,000	17,502	18,498
Library Revenue	262,500	131,250	253,553	8,947

REVENUE	2,349,270	1,174,635	1,478,461	870,809
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EXPENDITURES BY TYPE	Approved 2018-19	Budget YTD 03/31/19	Actual YTD 03/31/19	Variance based on Budget vs Actual
<i>Personnel Services</i>				
Wages & Related Taxes	1,255,333	627,667	633,186	622,147
Benefits	255,000	127,500	114,878	140,122
Personnel Services	1,510,333	503,444	748,064	762,269
 6100 Library Materials	 200,000	 100,000	 124,771	 75,229
<i>Operating Expense</i>				
Administrative Expense	12,300	6,150	7,516	4,784
Building Maintenance	150,994	75,497	93,365	57,629
Contract Services			1,472	
Contingency Fund	3,700	1,850		
Equipment Maintenance	55,000	27,500	22,306	32,694
Insurance	43,000	21,500	22,688	20,312
Lifelong Learning Community Institute	11,000	5,500	15,640	(4,640)
Postage & Shipping	2,000	1,000	1,738	262
Printing	5,000	2,500	4,148	852
Professional Expenses	25,000	12,500	32,182	(7,182)
Program Expenses	14,450	7,225	12,718	1,732
Property Tax	7,600	3,800	7,340	260
Supplies	20,000	10,000	10,915	9,085
Training & Travel	8,893	4,447	3,056	5,837
Utilities	125,000	62,500	52,044	72,956
SBDC	40,000	20,000	1,000	39,000
Grant Programs	115,000	57,500	378	114,622
Total Operating Expense	2,349,270	1,174,635	1,161,340	1,187,930
Operating Net Income			317,120	(317,120)

Endowment Activity

Endowment EMA Fees			13,014	(13,014)
Endowment Fund Income			20,221	(20,221)
Total Endowment Activity			33,235	(33,235)

COMBINED NET INCOME			283,885	(283,885)
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Annual one time payments to library vendors.

EMA fees per month on average of 2700.00

Professional includes Audit

Karen Ronald

Balance Sheet

As of March 31, 2019
Mar 31, 19

ASSETS

Current Assets

Checking/Savings

1000 • Operating-Paradise Bank	204,704.20
10000 • Oper Paradise/Chking Fthld 4708	11,056.91
1080 • Petty Cash	250.00
1090 • Cash Drawer	300.00

Total Checking/Savings 216,311.11

Accounts Receivable 393,725.00

Other Current Assets 3,247,643.39

Total Current Assets 3,857,679.50

Fixed Assets

1310 • Building Contents-Furn/Fixtures	2,358,982.37
1320 • Building Additions-Library	8,074,970.51
1330 • Accumulated Depreciation-Bldg.	-5,152,597.17
1340 • Lease Hold Improvements	34,250.00
1350 • Building Contents-Mach/Equipmt	217,446.00
1360 • Parking Garage Privilege	2,798,708.34
1370 • Accumulated Depre-ParkingGarage	-653,269.00
1380 • Land	388,000.00

Total Fixed Assets 8,066,491.05

Other Assets 1,059,351.00

TOTAL ASSETS 12,983,521.55

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	25,956.97
Credit Cards	-4,281.90
Other Current Liabilities	863.83

Total Current Liabilities 22,538.90

Total Liabilities 22,538.90

Equity

3000 • Retained Earnings	-149.07
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	283,885.30

Total Equity 12,960,982.65

TOTAL LIABILITIES & EQUITY 12,983,521.55

Karen Ronald

Delray Beach Public Library
Profit & Loss
October 2018 through March 2019
Oct '18 - Mar 19

Ordinary Income/Expense

Income

4020 · Grants-Misc.	12,782.46
4027 · Bequests & Estates	8,012.71
4030 · Operating Income	
4032 · LLCI	40,514.23
4040 · Library Revenues	36,200.17
4060 · Funds Raised	295,899.63
4070 · General Donations	16,009.11
Total 4030 · Operating Income	388,623.14
4080 · Grant Revenue	1,204,625.00
43400 · Funds Raised	7,500.00

Total Income 1,621,543.31

Gross Profit 1,621,543.31

Expense

6000 · Operating Fund Expense

6002 · Advalorem Property Tax	7,339.66
6003 · Building	93,364.53
6019 · Special Activities	1,567.63
6021 · Fundraising	132,895.53
6027 · Insurance	22,688.05
6030 · Memberships	1,434.00
6032 · Postage & Shipping	1,738.07
6034 · Printing	4,147.90
6040 · Registration/Filing Fees	732.25
6045 · Equipment Maintenance.	22,306.20
6100 · Library Materials	
6103 · Adult Service	76,350.08
6130 · Juvenile Service	16,770.70
6150 · Young Adult Service	7,206.02
6160 · Reference Services	23,632.71
6100 · Library Materials - Other	811.75

Total 6100 · Library Materials 124,771.26

6170 · Program Expenses 28,357.21

6180 · Professional Expenses

6181 · Accounting Services	23,975.22
6184 · Contract Services	865.00
6185 · Employment Services	345.00
6186 · ILL Charges & Fees	1,276.26
6187 · Legal Services	400.00
6188 · Pension Administration	5,058.64
6180 · Professional Expenses - Other	262.31

Total 6180 · Professional Expenses 32,182.43

6190 · Supplies 10,914.97

Total 6000 · Operating Fund Expense 484,439.69

Karen Ronard

Delray Beach Public Library

Profit & Loss

October 2018 through March 2019

Oct '18 - Mar 19

6200 · Payroll Expense	
6201 · Gross Wages	605,288.99
6202 · Insurance	
6203 · Benefits	4,082.67
6205 · Dental Insurance	2,897.61
6206 · Medical Insurance	70,899.57
6207 · 403(b)	34,647.90
6209 · Workmen's Compensation	2,350.00
Total 6202 · Insurance	114,877.75
6210 · Payroll Expense-Bonus	7,810.77
6211 · Payroll Tax Expenses	
6212 · FICA	37,474.05
6213 · Medicare	8,764.07
6216 · SUTA	450.35
Total 6211 · Payroll Tax Expenses	46,688.47
Total 6200 · Payroll Expense	774,665.98
62100 · CONTRACT SERVICES	1,520.52
6217 · Compensated Absence	-26,602.00
6220 · Utilities	52,043.87
6230 · Grant Disbursements	1,378.00
6260 · Training & Travel	3,055.52
6270 · Bank Charges	20.00
6280 · Credit Card/Pay Pal Fees	7,205.53
62800 · FACILITIES AND EQUIPMENT	1,472.38
6330 · Administrative Expense	5,216.50
94055 · Bank Service Charges	7.00
Total Expense	1,304,422.99
Net Ordinary Income	317,120.32
Other Income/Expense	
Other Income	
70600 · Endowment Fund Income	
70602 Unrealized Gain/Loss	-49,759.14
70603 Facilities Reserve Income	-4,699.78
70604 ML2266& Cash Acct	3,386.65
70601 · Merrill Lynch Interest/Div	30,931.77
Total 70600 · Endowment Fund Income	-20,140.50
Total Other Income	-20,140.50
Other Expense	13,094.52
Net Other Income	-33,235.02
Net Income	283,885.30

Karen Ronales