

**FUNDING AGREEMENT FOR FISCAL YEAR 2021-2022 BETWEEN THE  
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND  
DELRAY BEACH PUBLIC LIBRARY ASSOCIATION, INC.**

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2021 by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, duly created and operated pursuant to Chapter 163, *Florida Statutes*, (hereinafter referred to as “**CRA**”), and **DELRAY BEACH PUBLIC LIBRARY ASSOCIATION, INC.**, a Florida not-for-profit corporation, (hereinafter referred to as the “**LIBRARY**”).

**WITNESSETH:**

**WHEREAS**, increasing economic development through community opportunities within the Delray Beach Community Redevelopment Area is essential to the **CRA's** redevelopment plan; and

**WHEREAS**, the **CRA** Board finds that the services and programs provided by the **LIBRARY** further the goals and objectives of the **CRA** as contained in the **CRA's** Community Redevelopment Plan by attracting visitors to and promoting economic development activity within the CRA district, and are in the best interest of the **CRA**; and

**WHEREAS**, the **CRA** will provide funding to the **LIBRARY**, pursuant to the terms and conditions of this Agreement, in order to assist the **LIBRARY** with activities that address the goals and objectives contained in the CRA's Community Redevelopment Plan, and the needs and priorities defined by the CRA in the CRA's “A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*,” for which the **LIBRARY** has applied and which have been awarded according to procedures specified in the A-GUIDE; and

**WHEREAS**, the **CRA** finds that this Agreement serves a municipal and public purpose, is consistent with the **CRA's** Redevelopment Plan, and conforms with the requirements of Florida law.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein by reference.

2. The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until September 30, 2022.

3. The **CRA** is providing total funding to the **LIBRARY** for fiscal year 2021-2022 in an amount not to exceed Four Hundred Forty-Three Thousand and 00/100 Dollars (\$443,000.00) in A-Guide funding (the "Funding Amount"). The funds are to be used by the **LIBRARY** to support its organizational operations, and for the purpose of providing community programs in conformance with the programs/projects within the CRA district specified in the A-GUIDE documents. Quarterly payments in an amount not to exceed One Hundred and Ten Thousand Seven Hundred Fifty and 00/100 Dollars (\$110,750.00) shall be made by the **CRA** to the **LIBRARY**. The **CRA** has the right to withhold the quarterly payment from the **LIBRARY** until the **CRA** receives all additional information, and receipt of all documentation from the **LIBRARY** that the **CRA** deems necessary to analyze the **LIBRARY's** financial position, including but not limited to, receipt of documentation indicating that the City of Delray Beach, Florida ("**CITY**") has provided its quarterly payment to the **LIBRARY**. Once receipt or documentation of the **LIBRARY's** financial position and the **CITY's** quarterly payment to the **LIBRARY**

has been received, to the sole satisfaction of the **CRA**, the **CRA** shall issue its quarterly payment to the **LIBRARY**.

4. Prior to the issuance of quarterly payments by the **CRA** for Fiscal Year 2021-2022, as specified in this Agreement, **LIBRARY** shall provide quarterly program budget and narrative reports to the **CRA**. **LIBRARY** shall use the form, attached as Exhibit "A", in order to document the **LIBRARY's** expenditure of funds and the **LIBRARY's** progress towards outcomes projected in the Goals & Outcomes Report and Budget. The **LIBRARY** will also be required to submit a Quarterly Balance Sheet. In addition, the Library may be required present a quarterly update to the **CRA** Board upon request. The program budget and narrative reports shall be provided to the **CRA** no later than January 31, 2022, April 30, 2022, July 31, 2022, and October 31, 2022. In addition, the **CRA** may request that the **LIBRARY** provide any additional information that the **CRA** deems necessary in order to fully evaluate the **LIBRARY's** performance and financial status. The payment will not be released to the **LIBRARY** until the **CRA** receives the report and any additional information requested.

5. In the event the **LIBRARY** does not expend funds in accordance with its approved A-GUIDE funding application, attached as Exhibit "B", the **CRA** shall provide written notice to the **LIBRARY** of such deficiency(ies), and the **LIBRARY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **LIBRARY** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** shall be entitled to recoup the portion of the Funding Amount allocated and/or already disbursed to the **LIBRARY**, under the terms of this Agreement. The **CRA** shall have sole and absolute discretion with respect to the

determination as to whether **LIBRARY** is expending funds in accordance with its approved A-GUIDE funding application.

6. The **LIBRARY** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**, including sponsorship of holiday activities. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. Upon request by the **CRA**, the **LIBRARY** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

7. Both the **CRA** and the **LIBRARY** agree that the **LIBRARY** shall at all times act as an independent contractor in the performance of its duties under this Agreement. Accordingly, the **LIBRARY** shall be responsible for the payment of all taxes including Federal and State taxes arising out of the **LIBRARY**'s activities in accordance with this Agreement including by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required.

8. The **LIBRARY** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding provided pursuant to this Agreement. The **LIBRARY** hereby agrees to maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida

Statutes, as may be amended from time to time. The **LIBRARY** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, or if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**.

9. No prior or present agreements or representations with regard to any subject matter contained within this Agreement shall be binding on any party unless included expressly in this Agreement. Any modification to this Agreement shall be in writing and executed by the parties.

10. The validity of any portion, article, paragraph, provision, clause, or any portion thereof of this Agreement shall have no force and effect upon the validity of any other part of portion hereof.

11. This Agreement shall be governed by and in accordance with the Laws of Florida. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

12. If the **CRA** determines pursuant to the A-GUIDE Logic Model and Evaluation Plan that the **LIBRARY** is not achieving the stated impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to the **LIBRARY** of such deficiency(ies), and the **LIBRARY** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should the **LIBRARY** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to void the Agreement immediately after delivery of written notice to **LIBRARY**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **LIBRARY** is filling the **CRA's** goals and

objectives.

13. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

CRA: Renée A. Jadusingh, Esq., Executive Director  
20 N. Swinton Avenue  
Delray Beach, FL 33444  
Telephone No.: (561) 276-8640  
Facsimile No.: (561) 276-8558

LIBRARY: Karen Ronald, Executive Director  
100 West Atlantic Ave  
Delray Beach, Florida 33444  
Telephone No.: (561) 266-0194

14. Neither the **CRA** nor the **LIBRARY** shall assign or transfer any rights or interest in this Agreement.

15. PUBLIC RECORDS. **LIBRARY** shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, **LIBRARY** shall:

(a) Keep and maintain public records required by the **CRA** to perform under this Agreement.

(b) Upon request from the **CRA**'s custodian of public records, provide the **CRA** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **LIBRARY** does not transfer the records to the **CRA**.

(d) Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the **LIBRARY** or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the **CRA** upon completion of the Agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the **LIBRARY** keeps and maintains public records upon

completion of the Agreement, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the **CRA's** custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE LIBRARY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE LIBRARY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CHRISTINE TIBBS  
561-276-8640  
TIBBSC@MYDELRAYBEACH.COM  
20 NORTH SWINTON AVENUE  
DELRAY BEACH, FLORIDA 33444**

16. This Agreement shall not be valid until signed by the **CRA** Chair.

**(This Space is Intentionally Blank; Signature Page to Follow)**

**IN WITNESS WHEREOF**, the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY** and **DELRAY BEACH PUBLIC LIBRARY ASSOCIATION, INC.** have made and executed this Agreement and have hereunto set its hand the day and year written above.

ATTEST:

\_\_\_\_\_

Print Name: \_\_\_\_\_

DELRAY BEACH PUBLIC LIBRARY  
ASSOCIATION, INC., a Florida Not-for-  
profit Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY

By: \_\_\_\_\_  
Shirley E. Johnson, Chair

ATTEST:

\_\_\_\_\_  
Renée A. Jadusingh, Esq.  
CRA Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_  
CRA Legal Advisor



EXHIBIT "A"  
BUDGET AND NARRATIVE REPORT

## FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Public Library Association, INC.
Executive Leader:	Karen Ronald
Key Financial Manager:	Mary Kyle
Current FY 2020-2021 Total Organization Budget:	\$2,320,856
Program/Project A:	Sundays & Mondays
Program/Project B:	TTIL - Training, Technology, & Innovation Lab

INCOME	ORGANIZATION			PROGRAM A	PROGRAM B
	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 5/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Fees, Tickets, Registration, etc.	\$ 225,000.00	\$ 45,000.00	\$ 175,000.00		
Corporate Grants/Contributions					
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County	\$ 1,453,500.00	\$ 1,090,125.00	\$ 1,453,500.00		
Government- State	\$ 54,356.00	\$ -	\$ 34,000.00		
In-Kind					
Interest Income					
Membership					
<b>CRA Actual or Requested</b>	<b>\$ 443,000.00</b>	<b>\$ 104,500.00</b>	<b>\$ 443,000.00</b>	<b>\$ 418,000.00</b>	<b>\$ 25,000.00</b>
Other: Other		\$ -	\$ 135,000.00		
Other: Fines and Fees	\$ 70,000.00	\$ 11,774.00	\$ 30,000.00		
Other: Rental	\$ 45,000.00	\$ 18,000.00	\$ 45,000.00		
Other: Grants	\$ 30,000.00	\$ 81,599.00	\$ 100,000.00		
<b>TOTAL INCOME</b>	<b>\$ 2,320,856.00</b>	<b>\$ 1,350,998.00</b>	<b>\$ 2,415,500.00</b>	<b>\$ 418,000.00</b>	<b>\$ 25,000.00</b>
<b>CRA % of Total Income</b>	<b>19%</b>	<b>8%</b>	<b>18%</b>	<b>100%</b>	<b>100%</b>

## NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

EXPENSES	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 5/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 TOTAL PROGRAM BUDGET USE OF CRA FUNDS ONLY (A)	FY 2021-2022 TOTAL PROGRAM BUDGET USE OF CRA FUNDS ONLY (B)
<b>Salaries &amp; Related Taxes (list each position/title seperately)</b>					
Position: Ex Director	\$ 1,369,442.00	\$ 695,131.00	\$ 1,490,708.00	\$ 261,707.44	\$ -
Position: Directors					
Position: Administrative					
Position: Librarian I					
Position: Librarian II					
Position: Circulation					
Position:					
<b>SUB-TOTAL SALARIES</b>	<b>\$ 1,369,442.00</b>	<b>\$ 695,131.00</b>	<b>\$ 1,490,708.00</b>	<b>\$ 261,707.44</b>	<b>\$ -</b>
<b>Fringe Benefits (list each position/title)</b>					
Position: Medical	\$ 255,000.00	\$ 175,382.00	\$ 280,500.00	\$ 50,490.00	
Position: Dental					
Position: Vision					
Position: Gap					
Position: LTD, STD & AD					
Position:					
Position:					
<b>SUB-TOTAL FRINGE BENEFITS</b>	<b>\$ 255,000.00</b>	<b>\$ 175,382.00</b>	<b>\$ 280,500.00</b>	<b>\$ 50,490.00</b>	<b>\$ -</b>

FY 2021-2022 A-GUIDE COMBINED BUDGET

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Program/Project A:	Sundays & Mondays
Program/Project B:	TTIL - Training, Technology, & Innovation Lab

	ORGANIZATION			PROGRAM A	PROGRAM B
Capital Expenditures (list each seperately)					
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)					
Administrative Expenses	\$ 8,000.00	\$ 3,659.00	\$ 5,000.00	\$ 900.00	
<i>SUB-TOTAL CONFERENCES &amp; MEETINGS</i>	\$ 8,000.00	\$ 3,659.00	\$ 5,000.00	\$ 900.00	\$ -
Copying & Printing (list each seperately)					
Copying & Printing	\$ 4,000.00	\$ 78.00	\$ 1,000.00	\$ 180.00	
<i>SUB-TOTAL COPYING &amp; PRINTING</i>	\$ 4,000.00	\$ 78.00	\$ 1,000.00	\$ 180.00	\$ -
Equipment Rental/Maintenance (list each seperately)					
Technology maintenance	\$ 55,000.00	\$ 23,639.00	\$ 50,000.00	\$ 9,000.00	\$ 20,000.00
<i>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</i>	\$ 55,000.00	\$ 23,639.00	\$ 50,000.00	\$ 9,000.00	\$ 20,000.00
Insurance (list each seperately)					
D&O	\$ 37,000.00	\$ 26,872.00	\$ 37,000.00	\$ 6,660.00	
Liability & Umbrella					
<i>SUB-TOTAL INSURANCE</i>	\$ 37,000.00	\$ 26,872.00	\$ 37,000.00	\$ 6,660.00	\$ -

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Public Library Association, INC.
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Key Financial Manager:	Mary Kyle
Current FY 2020-2021 Total Organization Budget:	\$2,320,856
Program/Project A:	Sundays & Mondays
Program/Project B:	TTIL - Training, Technology, & Innovation Lab

	ORGANIZATION			PROGRAM A	PROGRAM B
Licenses, Registration, Permits (list each seperately)					
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Local Travel (list each seperately)					
Training/Travel	\$ 7,000.00	\$ 1,348.00	\$ 5,000.00		
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ 7,000.00	\$ 1,348.00	\$ 5,000.00	\$ -	\$ -
Office & Program Supplies (list each seperately)					
Program Supplies	\$ 20,000.00	\$ 8,787.00	\$ 10,000.00	\$ 1,800.00	
<i>SUB-TOTAL OFFICE &amp; PROGRAM SUPPLIES</i>	\$ 20,000.00	\$ 8,787.00	\$ 10,000.00	\$ 1,800.00	\$ -
Postage & Delivery (list each seperately)					
Postage & Delivery	\$ 1,500.00	\$ 727.00	\$ 1,500.00		

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Public Library Association, INC.
Executive Leader:	Karen Ronald
Key Financial Manager:	Mary Kyle
Current FY 2020-2021 Total Organization Budget:	\$2,320,856
Program/Project A:	Sundays & Mondays
Program/Project B:	TTIL - Training, Technology, & Innovation Lab

	ORGANIZATION			PROGRAM A	PROGRAM B
<b>SUB-TOTAL POSTAGE &amp; DELIVERY</b>	\$ 1,500.00	\$ 727.00	\$ 1,500.00	\$ -	\$ -
Professional Svcs/Consulting (list each seperately)					
Accounting	\$ 46,000.00	\$ 15,336.00	\$ 50,000.00		
403(b) administrative costs					
<b>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</b>	\$ 46,000.00	\$ 15,336.00	\$ 50,000.00	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)					
Building Maintenance	\$ 168,314.00	\$ 74,700.00	\$ 160,000.00	\$ 28,800.00	
<b>SUB-TOTAL RENT/MORTGAGE &amp; MAINTENANCE</b>	\$ 168,314.00	\$ 74,700.00	\$ 160,000.00	\$ 28,800.00	\$ -
Telecommunication (list each seperately)					
<b>SUB-TOTAL TELECOMMUNICATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)					
electric	\$ 100,000.00	\$ 33,290.00	\$ 70,000.00	\$ 12,600.00	
DSL/Cable					
Water/Sewer					
<b>SUB-TOTAL UTILITIES</b>	\$ 100,000.00	\$ 33,290.00	\$ 70,000.00	\$ 12,600.00	\$ -
Other: (list each seperately)					
Library Materials	\$ 180,000.00	\$ 27,005.00	\$ 125,000.00	\$ 22,500.00	\$ 5,000.00
Life Long Learning/Programs	\$ 32,000.00	\$ 5,120.00	\$ 11,192.00	\$ 2,014.56	
Property Tax	\$ 7,600.00	\$ 8,443.00	\$ 8,600.00	\$ 1,548.00	
Grant Disbursements	\$ 30,000.00	\$ 24,467.00	\$ 100,000.00	\$ 18,000.00	
TTIL		\$ 9,438.00		\$ -	
Contract Svcs			\$ 10,000.00	\$ 1,800.00	
<b>SUB-TOTAL OTHER</b>	\$ 249,600.00	\$ 74,473.00	\$ 254,792.00	\$ 45,862.56	\$ 5,000.00
<b>SUB-TOTAL EXPENSES</b>	\$ 2,320,856.00	\$ 1,133,422.00	\$ 2,415,500.00	\$ 418,000.00	\$ 25,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	\$ 2,320,856.00	\$ 1,133,422.00	\$ 2,415,500.00	\$ 418,000.00	\$ 25,000.00
<b>NET INCOME</b>	\$ -	\$ 217,576.00	\$ -	\$ -	\$ -

Organization Name:

Delray Beach Public Library Association, INC.

Program/Project A:

Sundays & Mondays

INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C or P	**Date of Funding Decision (for P) or Start Date (for C)
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	\$ 418,000.00			
TOTAL INCOME	\$ 418,000.00			

NOTES:  
CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position: Ex Director	\$ 261,707.44	
Position: Directors	\$ -	
Position: Administrative	\$ -	
Position: Librarian I	\$ -	
Position: Librarian II	\$ -	
Position: Circulation	\$ -	
Position:	\$ -	
SUB-TOTAL SALARIES	\$ 261,707.44	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position: Medical	\$ 50,490.00	
Position: Dental	\$ -	
Position: Vision	\$ -	
Position: Gap	\$ -	
Position: LTD, STD & AD	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ 50,490.00	Total Fringe Benefits

**Organization Name:**

**Delray Beach Public Library Association, INC.**

**Program/Project A:**

## Sundays & Mondays

Capital Expenditures (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures
Conferences & Meetings (list each seperately)		
Administrative Expenses	\$ 900.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
SUB-TOTAL CONFERENCES & MEETINGS	\$ 900.00	Total Conferences & Meetings
Copying & Printing (list each seperately)		
Copying & Printing	\$ 180.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
SUB-TOTAL COPYING & PRINTING	\$ 180.00	Total Copying & Printing
Equipment Rental/Maintenance (list each seperately)		
Technology maintenance	\$ 9,000.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ 9,000.00	Total Equipment Rental/Maintenance
Insurance (list each seperately)		
D&O	\$ 6,660.00	
Liability & Umbrella	\$ -	
	\$ -	
	\$ -	
SUB-TOTAL INSURANCE	\$ 6,660.00	Total Insurance

Organization Name:

Delray Beach Public Library Association, INC.

Program/Project A:

Sundays & Mondays

Licenses, Registration, Permits (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	<i>Total Local Travel</i>
Office & Program Supplies (list each seperately)		
Program Supplies	\$ 1,800.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL OFFICE &amp; PROGRAM SUPPLIES</i>	\$ 1,800.00	<i>Total Office &amp; Program Supplies</i>
Postage & Delivery (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL POSTAGE &amp; DELIVERY</i>	\$ -	<i>Total Postage &amp; Delivery</i>



Organization Name:

Delray Beach Public Library Association, INC.

Program/Project A:

Sundays &amp; Mondays

Professional Svcs/Consulting (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b><i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i></b>	<b>\$ -</b>	<b><i>Total Professional Svcs/Consulting</i></b>
Rent/Mortgage & Maintenance (list each seperately)		
Building Maintenance	\$ 28,800.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b><i>SUB-TOTAL RENT/MORTGAGE &amp; MAINTENANCE</i></b>	<b>\$ 28,800.00</b>	<b><i>Total Rent/Mortgage &amp; Maintenance</i></b>
Telecommunication (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
<b><i>SUB-TOTAL TELECOMMUNICATION</i></b>	<b>\$ -</b>	<b><i>Total Telecommunication</i></b>
Utilities (list each seperately)		
electric	\$ 12,600.00	
DSL/Cable	\$ -	
Water/Sewer	\$ -	
	\$ -	
<b><i>SUB-TOTAL UTILITIES</i></b>	<b>\$ 12,600.00</b>	<b><i>Total Utilities</i></b>
Other: (list each seperately)		
Library Materials	\$ 22,500.00	
Life Long Learning/Programs	\$ 2,014.56	
Property Tax	\$ 1,548.00	
Grant Disbursements	\$ 18,000.00	
TTIL	\$ -	
Contract Svcs	\$ 1,800.00	
<b><i>SUB-TOTAL OTHER</i></b>	<b>\$ 45,862.56</b>	<b><i>Total Other</i></b>
SUB-TOTAL EXPENSES	\$ 418,000.00	<b><i>Sub-Total Expenses</i></b>
	\$ -	<b><i>Administrative Expenses</i></b>
<b>TOTAL EXPENSES</b>	<b>\$ 418,000.00</b>	<b><i>Total Expenses</i></b>

Organization Name:

Delray Beach Public Library Association, INC.

Program/Project B:

TTIL - Training, Technology, & Innovation Lab

INCOME	AMOUNT	PROGRAM B Justification/Narrative for CRA Funded Program	*C or P	**Date of Funding Decision (for P) or Start Date (for C)
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	\$ 25,000.00			
TOTAL INCOME	\$ 25,000.00			

NOTES:  
CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

EXPENSES	AMOUNT	PROGRAM B Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL SALARIES	\$ -	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
Position:	\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits

Organization Name:

Delray Beach Public Library Association, INC.

Program/Project B:

TTIL - Training, Technology, & Innovation Lab

Capital Expenditures (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>SUB-TOTAL CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>Total Capital Expenditures</b>
Conferences & Meetings (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>SUB-TOTAL CONFERENCES &amp; MEETINGS</b>	<b>\$ -</b>	<b>Total Conferences &amp; Meetings</b>
Copying & Printing (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>SUB-TOTAL COPYING &amp; PRINTING</b>	<b>\$ -</b>	<b>Total Copying &amp; Printing</b>
Equipment Rental/Maintenance (list each seperately)		
Technology maintenance/equipment	\$ 20,000.00	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE</b>	<b>\$ 20,000.00</b>	<b>Total Equipment Rental/Maintenance</b>
Insurance (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<b>SUB-TOTAL INSURANCE</b>	<b>\$ -</b>	<b>Total Insurance</b>

Organization Name:

Delray Beach Public Library Association, INC.

Program/Project B:

TTIL - Training, Technology, & Innovation Lab

Licenses, Registration, Permits (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	<i>Total Local Travel</i>
Office & Program Supplies (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL OFFICE &amp; PROGRAM SUPPLIES</i>	\$ -	<i>Total Office &amp; Program Supplies</i>
Postage & Delivery (list each seperately)		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL POSTAGE &amp; DELIVERY</i>	\$ -	<i>Total Postage &amp; Delivery</i>

NARRATIVE B 12 of 1

EXHIBIT "B"  
A-GUIDE FUNDING APPLICATION



# A-G.U.I.D.E. Nonprofit Partner Application for Funding

## SECTION I. ORGANIZATION INFORMATION

**1 Organization Legal Name:** Delray Beach Public Library Association, Inc.

*dba*, if applicable:

**2 Address:** 100 West Atlantic Avenue, Delray Beach, FL 33444

**3 Telephone:** (561) 266-0194

**4 Fax:** (561) 266-9757

**5 Website:** www.delraylibrary.org

**6 Mission Statement:**

Our mission is to enrich the lives of the individuals of Delray Beach's diverse communities and provide support to local businesses by creating and sustaining superior public library services through responsive staff, dynamic collections, effective programming, appropriate technology, and access to global information.

**7 Executive Leader:** Karen Ronald

**8 Application Contact:** Karen Ronald

**9 Title:** Executive Director

**10 Contact Telephone:** (561) 266-9488

**11 Email:** karen.ronald@delraylibrary.org

**12 Year Established, Organization History and Growth (maximum 1,000 words):**

On Friday, April 11, 1913 The Delray Progress made an historic announcement: Under the heading, "Ladies Improvement Association Holds Meeting" the article read, "A number of ladies met at the Booster Hall on Thursday afternoon, each bringing one or more books as a beginning for the Delray Library. A pleasant meeting was held, business along other lines also being discussed. Forty books were brought, besides a few that will be used to reference."

They were soon neatly covered, as many hands make light work. This is only a beginning and hope and expect much from it. Many a library has started on a smaller basis" The goal of this group of women interested in the educational, cultural, and recreational needs of the community was to provide enrichment to the lives of the residents of Delray Beach. "

**1913** The Ladies Improvement Association founded the Library.

**1939** The Library Association incorporates and agrees to manage library operations.

**1940** Library Board adopted a mission statement.

**1942** City funds first operating grant for \$800.

**1948** SE Fourth Avenue chosen as the site for the new Library.

**1949** Capital campaign launched and \$14,000 raised.

**1950** The Library opens at SE Fourth Avenue with unfinished sections.

**1968** New two-story addition adding 7,500 square feet is dedicated.

**1994** Library's Volunteer Program began with 8 volunteers.

**1998** Awarded Enhanced Connectivity Grant; bringing Internet access to the library

**1999** A design charrette is attended by over 175 residents. 100 West Atlantic Avenue is selected as the site for the new Library.

**2003** Tripartite Agreement between City of Delray Beach, Community Redevelopment Association and the Library signed for land swap, new building construction and parking lot.

**2004** Groundbreaking ceremony held at new location.

**2006** Over 2,000 citizens celebrate the Public Grand Opening of new building with symbolic Book Passing Brigade and ribbon cutting ceremony.

**2007** Library expands Children's Department; relocates collections for easy access. Computer classes introduced.

**2008** City reduces funding from \$1.8 million to \$1.53 million.

CRA awards operating grant= \$270,000 for cataloger staff salary & benefits and purchase of library materials.

**2009** City reduces funding to \$1,453,500; CRA funds CRA Sundays (additional \$38K for 38 Sundays) plus operating costs above = \$308K.

**2010** Empowerment Zone/Computer Lab opens.

Teen Advisory Board formed.

**2011** The new Children's Services department computer center is funded by a private donation and opens with 12 computer workstations.

**2012** April 11, 2012 begins the 100th year of operation for the library and is celebrated with the Centennial Banner Ribbon Cutting Ceremony.

**2013** Delray Beach Public Library celebrates its 100th birthday on April 11, 2013.

**2015** Foothold on the Future campaign embarks to expand the first floor Children's Services Department. Over \$355,000 private funds raised.

**2016** Children's Services Department expansion completed and opens to the public. New technology, makerspace, recording studio, and larger area for library materials and patron use.

New Strategic Plan 2016 – 2021 approved by Library Board.

CRA funding increased = \$418K (Keep Library open on Mondays= \$48,000)

**2017** CRA funding increased to \$442K to support Small Business Development Center consultant working within the Library (\$24K). Library acts as a pass through for funds. Library makes \$128,000 investment in upgrading all lighting to more energy efficient LED Lighting resulting in significant energy savings.

Library meeting rooms receive a major audiovisual upgrade.

**2018** Library makes \$156,000 investment in technology infrastructure resulting in 44 new computers (including adding 4 computers in Teen Room), 16 tablets, charging stations, one smart board, and mobile hot spots.

Library becomes a summer feeding station offering lunch and snacks for children 0-18 living in Palm Beach County who attend Title I schools.

Library made a request for additional \$100,000 to City for FY2019. Request denied. City grant remains flat = \$1,453,500 CRA grant increased to \$458,000 (DBPL= \$418,000) and SBDC receives additional \$5,000 (\$40,000 in total)

**2019** 400 computer classes were attended by over 1600 adults and teens. STEM-focused classes expanded to include preschoolers.

Fifty-two new programs for adults were offered as well as new teachers and subjects enhanced the LLI program series.

New Creative Cloud Lab with librarians teaching Adobe Creative Suite in Technology, Training and Innovation Lab.

Library website modified for ease of access to information on homepage and richer content on each page.

New Art Gallery = Young @ ART established.

Library made a request to the City for additional \$46,500 for rising operating costs for \$1,500,000 for FY2020. Request denied by Interim City Manager.

Library made a request to CRA for additional \$100,000 for Community Development Librarian, computers and resources for FY2020. Matching grant= \$50,000 suggested by CRA. Received \$50,000 from CRA.



**2020** 16 new Technology, Training and Innovation Lab classes offered from Jan-Mar. Beethoven series attracted over 900 people.

Library closed on 03.17 due to COVID-19. Within three days the library pivoted to virtual services and programs. Virtual cards were created to allow patrons to access 100,000+ digital resources and research databases providing online tutors, test prep for students and resume help/interview/job information for job seekers, and market research data for businesses. Online reference service continued 7 days a week remotely via Ask Us/Chat with Us service.

Virtual programs for children, teens and adults were developed and delivered.

Library re-opened partially Mon-Fri 9 am to 5 pm on May 21.

The Library was the first public library to re-open in Palm Beach County.

**2021** Awarded funding for a Mobile Express Vehicle, a technology enabled golf cart to become a satellite/branch library on wheels to narrow the literacy and digital divide in high-need neighborhoods in Delray.

Provided 1,000 free virtual library cards creating 24/7 access to digital library materials.

Reference librarians supported the needs of students, job seekers, entrepreneurs, and businesses via online service 7 days a week responding to more than 30,000 inquiries.

Library staff developed and delivered 300 virtual programs for over 11,000 people from Kindergarten Readiness to Tween escape rooms to Computer classes and lectures.

American Library Association selected a picture of the Library Staff poised to serve the community wearing face shields as the iconic image of librarians across the U.S. during COVID in the 2021 State of America's Libraries Report and on social media. Public librarians are considered "first responders" during the aftermath of natural disasters, economic downturns, and now a pandemic.

**13 Policy on Board Contributions (maximum 250 words):**

In March 2019 the Library Board approved a gift acceptance policy which is included in this application. All Library Board members annually sign a conflict of interest policy.

**14 For current fiscal year, number of Board Members contributing:**

  12   Cash donations   12   Donations raised from others   12   Volunteer hours   12   In-kind donations

**15 For current fiscal year, amount/value of Board member contributions:**

\$   24,340   Cash donations \$   68,000   Donations raised from others  
\$   280   Volunteer hours \$   15   In-kind donations

**16 Oversight/Accreditation/Affiliation:** None

## SECTION II. PROJECT/PROGRAM INFORMATION

### Program A

**17 Project/Program Title:** CRA Sundays and Mondays

**18 Check one:**

☐ New  
☒ Existing

**19 If existing Program, year established:**

2009

**20 Prior CRA Funding for Same Project/ Program?**

☒ Yes  
☐ No

**21 Time Period(s):**  
Funding began in 2009

**22 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):**

For over seventy-five years the city has provided an annual operating grant to the library, while the CRA began financial support in fiscal year 2007/2008. The Delray Beach Public Library Association, Inc. has raised additional operating and capital funds. Each year the library submits a funding request to the City of Delray Beach. A \$1,453,500 budget request will be submitted for FY 2021/2022. The library receives operating funds from the State Aid to Libraries Grant program. These grants provide a match of up to \$0.25 on local funds expended centrally by the library during the second preceding fiscal year. The Florida Legislature determines the amount appropriated annually for the program. The grant amount is prorated if the legislative appropriation does not fully fund all components of the grant program. Grant amounts are based largely on local funds invested in library service. Thus, more local money spent on library services means more potential for State Aid. The grant amount for FY 2021/2022 was \$34,144. The library participates in several cooperative arrangements with neighboring libraries to obtain otherwise cost prohibitive services including the establishment and operation of automated library services. The library actively seeks grant opportunities where available. Newell Brands, formerly known as Jarden Consumer Services has awarded a grant for 14 years, to fund summer learning and distribution of free books. For the past 4 years PNC Bank has also supported several educational programs throughout the year for outreach, for STEM programming, and Kindergarten Readiness. The Library was also recently awarded a grant from the Community Foundation of Palm Beach and Martin County for an expanded summer outreach program. These programs target Delray Beach's youth and are attended by local school, after-school, church, and city summer camp programs. Other local private foundations have contributed over \$80,000 in funding initiatives supporting teen, tween, adult, and community outreach. The library continues to participate in partnerships with more than 100+ local community, civic, not-for-profit, and businesses to bring relevant programs and services to our patrons. The Library's experienced program coordinator along with library staff continued to pivot concepting and executing over 300 virtual programs for children, tweens, teens and adults reaching 11,000 people. The Library has increased and continues to grow our social media presence more than doubling our following and engagement over the last year to over 6,490 followers on 4 main platforms- Facebook, Instagram, Twitter and LinkedIn with total engagement of 850,000 averaging with reach averaging 70,000 a month. When we re-opened only 64 days after we closed, we introduced new measures such as plexiglass barriers, masks, social distancing and no in person meetings/programs to help prevent the spread of COVID for patrons and staff. Staff worked on rotational schedules between the library and from home and the building was open Monday through Saturday. On Sundays, patrons can borrow digital resources, use our information rich databases, and get assistance from our professional reference staff. They can also access programs on our YouTube channel, and we are launching new virtual programs on Sundays. We plan to be open seven days a week effective October 1, 2021 unless we are forced to close due to another COVID surge or other disaster.

**Program B (if applicable)**

**23 Project/Program Title: Technology, Training and Innovation Lab**

<b>24 Check one:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	<b>25 If existing Program, year established:</b> 2019	<b>26 Prior CRA Funding for Same Project/Program?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>27 Time Period(s):</b> Funding Began in 2019
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**28 Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):**

As the pandemic continued through 2021 providing free and equitable access to gain marketable technology skills through access to technology, and weekly virtual programs offered through the Technology, Training and Innovation Lab responded to an even greater community need. The Library continued to reach it's audience providing year-round literacy based and STEM themed virtual outreach programs and providing the opportunity to acquire a virtual library card. Although patron access to the Library was limited due to Covid restrictions use of Library services both in the building and virtual were in demand. The Library's open computers were busy from the time the doors opened till evening close and virtual questions and research requests were answered seven days a week. In response to demand a Business Services Librarian position was designated on staff.

Although due to Covid protocols we were not able to provide in-person training to students, job seekers, employees, and seniors to upgrade their skills the Library re-directed resources to continue to provide basic library services and deliver them virtually. This allowed the Library to be able to continue our weekly TTIL classes. We had planned to hire a full-time professional librarian as the Community Development Librarian. However, in this economic climate it remains imprudent to do so. Instead, an existing professional librarian continues this position on a part-time basis while continuing with their other professional responsibilities. Despite the challenges of providing library programs during COVID, the TTIL librarian has developed and delivered 52 classes for job seekers, entrepreneurs, creatives, and others. He has also been available by appointment to provide customized assistance to individuals. The newly designated Business Librarian is also available for market research, and comprehensive training on the use of our information rich databases such as Brain Fuse, Data Axle, and SizeUp LBI for small business development. The reference team of four professionals continue their work assisting job seekers with resume, career and job search information. This summer the librarian will be available for socially distant in-person orientations and consultation during free open lab time for individual and collaborative group learning. As we look toward 2021/2022 and a return to programming and consultation in person at the library, as well as a continuation of virtual programs we expect numbers to grow as local students, businesses and entrepreneurs look for expanded resources.

**29 Delray CRA Overall Need Addressed and Description:**

X Economic/Business Development ☐ Affordable Housing X Recreation & Cultural Facilities

**Description of how programs and activities align with and/or meet the goals and objectives of the CRA Redevelopment Plan:**

The Delray Beach Public Library is a 501c3 organization that has consistently served the residents of Delray Beach and specifically those housed in the CRA designated district. The Library consistently targets programming and events to better serve the residents. Library programming and activities specifically target two focus areas – Recreation and Culture for funding for Sundays and Mondays and Economic/Business Development for the TTIL programming that promotes the expansion of technology- based businesses, and creative industries through educational training and support.

**23 Key Staff and Qualifications (maximum 500 words):**

**Karen Ronald, Executive Director**, MA, MLS – Hired in summer 2017 after a national search, former Library Director of Fairfield County, CT. Karen has 25+ years of Library leadership experience in municipal and non-profit libraries.

**Mykal Banta, Assistant Library Director**, MLS, has 28 years of increasingly responsible experience at the Delray Beach Public Library and is the former Head of Reference.

**Kae Jonsons, Development and Community Relations Director**, MBA in International Marketing, has 20+ years' experience in Non-Profit management and development.

**Mary Kyle, Finance Manager**, is a licensed CAM, and has 11 years' experience in property management and book-keeping

**Sarah Figgie, Head of the Children's Services**, MLS – has 10 years as a school media specialist and a Public Reference Librarian

**Loanis Menendez-Cuesta, Head of Reference Services**, MLS, has 15 years of library experience and is a graduate of the prestigious Florida Sunshine State Library Leadership Institute.

**Jillian Mouton**, Teen Librarian, BA, enrolled in Master's program in Library Science, two years of library service.

**Isabella Rowan, Program Manager and Volunteer Services**, MLS, 12 years of library experience in adult services and programming.

**Ben Kon, Instruction and Innovation Librarian**, MLS, 10 years of library experience, instrumental in the development of the incorporation of STEM technologies in Children's Services, enhancing the scope of the recording studio, and the foundation of the Technology, Training and Innovation Lab as a certified Adobe Education Trainer, .

### **31 Potential Challenges and Strategies to Address Them (maximum 500 words):**

Throughout history public libraries have been beacons of hope pillars of education and gathering places for their communities. And they've done this by continuing to adapt to their communities' ever-changing needs. Now, due to COVID-19, libraries have once again been forced to transform their services. They have risen to the task, but it hasn't been easy. Library users and staff had to become familiar with new safety procedures, reduced capacity, increased costs for PPE and tech equipment while learning new skills to create virtual programming.

Lending of adult fiction and non-fiction materials remained on the decline as they are at all libraries. Dedicating additional resources to accessing digital materials for patrons remained even more critical this year. The library continued to update its website to provide more current and easier access to important information from the homepage. Digital resources, services and programs were expanded and updated regularly to inform and assist patrons quickly and accurately.

The Library provided access to free digital library cards to 1000 new patrons and promotes the use of the library to children and teens is an on-going challenge. Through expanded outreach and programing we continue to raise awareness and increasing use in this important demographic.

Audience building for programming remains a challenge on the limited marketing budget of the library. We expanded our presence across all social media platforms and more frequent posting doubling our audience to over 6,490 followers . We also use numerous free methods of programming and community partner distribution, building word of mouth and awareness for the library.

Classes for the TTIL Lab continued virtually led by our Community Development Librarian. The Library added new services and pivoted to offering virtual ones in place of existing ones. During this period the Library initiated new virtual cards so people could borrow digital items. Reference service continued virtually seven days a week to assist people with any issues or research questions they had. The website became a more active virtual branch library with news items posted, resources being highlighted and virtual programs being announced. Staff developed and delivered 300 virtual programs using social media platforms such as Facebook and YouTube. Then expanded to Zoom to support more 1-1 interaction. Social media platforms such as Instagram, Twitter and LinkedIn were used to release news and information. Increased awareness and engagement with the Library was a direct result of the expanded social media campaign for a total reach of 885,326 over the past year.

Now we are pivoting once again providing a blend of face-to-face service with patrons visiting the Library for computer usage and retrieval of library materials. Computers and seating remain socially distanced.

We are moving towards a blend of virtual programs and in-person programs. This summer we will host socially distanced programs in the library including a film series for adults. We will not host in-person programs for children and teen in the library this summer. However, we will have self-directed activities for young visitors to enjoy while visiting the library.

This summer with the addition of our Mobile Express Library service we will visit our community partners including Parks and Recreation summer camps, Milagro Center, Achievement Center, and the Boys and Girls Club. We will expand our reach to those children who are not registered in formal programs by visiting them in public parks, etc. At all of these locations we will deliver our Summer Leadership Academy. This is a 7-week innovative and socially aware take on a summer reading program with a mission to encourage educational growth and leadership skills. The program will encourage 1100 at-risk local children ages 3-12 and teens to develop their strengths and see their community and heritage in new positive ways through engaging, current books, hands-on activities, in-person visits and weekly videos featuring authors, artists, and other role models on the Library's YouTube Channel. The Mobile Express service will expand to seniors and other groups in the Fall. We are planning to host programs in the library for all ages starting October 1, 2021. We will determine what programs are best delivered both virtually and in-person.

### SECTION III. FINANCIAL INFORMATION

#### ORGANIZATION BUDGET

32 <b>Total Organization Budget for Previous FY 2019-2020:</b> \$2,403,226	33 <b>Total Organization Budget for Current FY 2020-2021:</b> \$2,320,856	34 <b>Total Organization Budget for Proposed 2021-2022:</b> \$2,415,500
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#### PROGRAM BUDGET

35 <b>Project/Program Budget (A):</b> \$418,000	36 <b>Amount Requested (A):</b> \$418,000	37 <b>% of Org Budget</b> 17 %
38 <b>Project/Program Budget (B):</b> \$80,000	39 <b>Amount Requested (B):</b> \$25,000	40 <b>% of Org Budget</b> 1 %
41 <b>Total CRA Request (Program A+B):</b>	\$443,000	42 <b>% of Org Budget</b> 18 %

#### 43 **Type(s) of Support Requested (refer to A-G.U.I.D.E. guidelines):**

Project A – Recreation and Cultural Activity  
Project B- Economic and Business Development

#### 44 **Other Support/Status and Plans for Sustainability (maximum 500 words):**

For over seventy-five years the city has provided an annual operating grant to the library, while the CRA began financial support in fiscal year 2007/2008. The Delray Beach Public Library Association, Inc. has raised additional operating and capital funds. Each year the

library submits a funding request to the City of Delray Beach. A \$1,453,500 budget request will be submitted for FY 2021/2022.

The library receives operating funds from the State Aid to Libraries Grant program. These grants provide a match of up to \$0.25 on local funds expended centrally by the library during the second preceding fiscal year. The Florida Legislature determines the amount appropriated annually for the program. The grant amount is prorated if the legislative appropriation does not fully fund all components of the grant program. Grant amounts are based largely on local funds invested in library service. Thus, more local money spent on library services means more potential for State Aid. The grant amount for FY 2021/2022 was \$34,122.

The library participates in several cooperative arrangements with neighboring libraries to obtain otherwise cost prohibitive services including the establishment and operation of automated library services and digital resources. The library actively seeks grant opportunities where available. The Jarden Consumer Solutions Community Fund/ now Newell Brands has awarded a grant for 14 years, funding summer learning and distribution of free books. For the past 4 years PNC Bank has also supported several educational programs throughout the year for outreach for STEM programming and Kindergarten Readiness. The Library was also recently awarded a grant from the Community Foundation of Palm Beach and Martin County for an expanded summer outreach program. These programs target Delray Beach's youth and are attended by local school, after-school, church, and city summer camp programs. Other local private foundations have contributed over \$80,000 in funding initiatives supporting teen, tween, adult, and community outreach. The library continues to participate in partnerships with more than 100+ local community, civic, not-for-profit, and businesses to bring relevant programs and services to our patrons. The library continues to participate in partnerships with local community, civic, not-for-profit, and businesses to bring relevant programs and services to our patrons.

The library has an experienced Program and Volunteer Manager who has enhanced and expanded current programs, piloted new ones, and continues to grow attendance and awareness within the community.

The Library has over 100+ active community partners and continues to seek additional collaboration to support our drive for excellence and outreach in Delray Beach.

The Library will seek corporate and private funding to build out physical space of Technology, Training and Innovation Lab on the western side of the 2<sup>nd</sup> floor.

#### SECTION IV. APPLICATION CHECKLIST

A.	Cover Letter Signed by Board Chair	<input checked="" type="checkbox"/>
B.	501(C)(3) IRS Determination Letter	<input checked="" type="checkbox"/>
C.	Board of Directors List	<input checked="" type="checkbox"/>
D.	Policy on Board Contributions, If Applicable	<input checked="" type="checkbox"/>
E.	Strategic Plan or Other Long-Term Planning Document	<input checked="" type="checkbox"/>
F.	Logic Model	<input checked="" type="checkbox"/>
G.	Goals and Outcomes Report	<input checked="" type="checkbox"/>

H.	Evaluation Plan		<input checked="" type="checkbox"/>
I.	Combined Budget Form		<input checked="" type="checkbox"/>
J.	Project/Program Budget & Narrative Form		<input checked="" type="checkbox"/>
K.	Most Recent Financial Statement	Time Period: YTD 3/31/21	<input checked="" type="checkbox"/>
L.	Most Recent Form 990	Time Period: 2018 extended 8/20	<input checked="" type="checkbox"/>
M.	Most Recent Independent Financial Audit/Review/Compilation	Time Period: 9/2018 & 2019	<input checked="" type="checkbox"/>
N.	Affiliation Agreements, If Applicable	Time Period: COALA 2019/20 & PBC COOP 2020/2021	<input checked="" type="checkbox"/>
O.	Current Balance Sheet as of 5/30/2020		<input checked="" type="checkbox"/>

#### SECTION V. CERTIFICATION STATEMENT AND SIGNATURE

As chief executive of the applicant organization I certify that (1) the information provided in this application is correct and complete to the best of my knowledge; (2) I am committed to the purpose of the proposed project or program and will work with Board and staff members to accomplish its stated outcomes; and (3) I will be accountable for compliance with all CRA requirements for operation, evaluation, and reporting.

Karen Ronald / Karen Ronald Executive Director  
Executive Leader Name and Title

05.21.2021  
Date Submitted