



20 N. Swinton Avenue
Delray Beach, FL 3444

Agenda Item #
December 8, 2016

~ CRA BOARD SUMMARY ~

FY 2015-16 CRA A-GUIDE 4th QUARTER REPORT DELRAY BEACH PUBLIC LIBRARY

The CRA awarded the Library a \$418,000 A-GUIDE grant in the CRA FY 2015-2016 budget. This amount represents 20% of the Library's \$2,133,700 budget. When the Library receives their 4th quarter payment it will have raised 101% of their budgeted revenue (\$2,161,772) and have a net loss of \$19,335. The grant was awarded for their Sunday and Mondays Operations Program. Below is information on the financial award for the programs and reported progress as of the 4th Quarter.

Program: Sundays and Monday Operations

Funding Amount: \$418,000

Program Budget: \$418,000

Percentage of Program Budget: 100%

The Library had a total of 112,590 patrons visit the facility on Sundays and Mondays during FY15-16. Overall, all outputs and outcomes of the Sunday and Monday Operations Program met or exceeded documented goals for the year.

Please review the attached worksheet for the final progress (in percentages) of all outputs and outcomes.

Recommended Action:

Receive and File the 4th Quarter FY2015-16 Reports for Delray Beach Public Library

Submitted By: Yuberca Pena, Contract Manager

Attachments: Goals and Outcomes Report, CRA Combined Budget Form, CRA Program/Project A Budget, and Balance Sheet

ALC

Exhibit "A"
 Delray Beach CRA FY 2015-16
 Goals and Outcomes Report

Delray Beach Public Library - ACTIVITY # A.:	Yearly Goal	Qtr 1 Ending 12/31/15	Qtr 2 Ending 3/31/16	Qtr 3 Ending 6/30/16	Qtr 4 Ending 9/30/16	TOTAL	% Annual Goal Achieved	On target	Below expected goal
OPERATIONS									
1 Number of Sundays library is open September to May	38	13	12	9	4	38	100%	X	
2 Number of Mondays library is open	47	13	11	12	10	46	98%	X	
3 Patron Visits (by duplicated visitors)	100,000	31,141	35,584	28,328	17,537	112,590	113%	X	
4 New adult cards issued	1,200	341	308	263	253	1,165	97%	X	
5 New juvenile cards issued	120	50	25	35	23	133	111%	X	
6 Adult programs presented	150	44	56	39	23	162	108%	X	
7 Program attendance	3,750	764	1,022	943	466	3,195	85%		X
8 Reference Desk staff assistance for patrons in person, via phone email and text	12,000	3,072	3,300	2,697	2,415	11,484	96%	X	
9 Material circulated- Print	40,000	8,601	10,954	8,649	6,668	34,872	87%		X
10 Material circulated- Audio & visual	9,000	2,188	2,425	2,093	1,565	8,271	92%		X
11 Material circulated- E-Books	1,200	489	539	645	566	2,239	187%	X	
12 Volunteer Hours	120	40	52	50	34	176	147%	X	
13 Volunteer Visits	500	232	299	312	217	1,060	212%	X	
14 Percent of patrons responding to library use survey	5%	5%	5%	6%	5%	5%	105%	X	
OUTCOMES									
15 Number of visitors to downtown Delray Beach	100,000	31,141	35,584	28,328	17,537	112,590	113%	X	

Exhibit "A"
 Delray Beach CRA FY 2015-16
 Goals and Outcomes Report

16	Patrons obtain access to free library materials, programs and services	1,320	391	333	298	276	1,298	98%	X	
17	Patron savings by attending free programs	\$3,750	\$764	\$1,022	\$943	\$466	\$3,195.00	85%		X
18	People of all walks of life get personalized, professional assistance with their educational, informational, recreational, technological, and business needs.	12,000	3,072	3,300	2,697	2415	11,484	96%	X	
19	Patron savings as results of borrowing library material	\$1,004,000	\$225,560	\$278,360	\$227,740	\$175,980	\$907,640.00	90%		X
20	Volunteer opportunities created.	120	40	52	50	34	176	147%	X	
21	Volunteers savings realized in personnel expenses	\$8,000	\$3,712	\$4,784	\$4,992	\$3,472	\$16,960	212%	X	
	NARRATIVE									
	Delray Beach Public Library - ACTIVITY # A : CRA Sundays & Monday Operations	Yearly Goal	Qtr 1 Ending 12/31/15	Qtr 2 Ending 3/31/16	Qtr 3 Ending 6/30/16	Qtr 4 Ending 9/30/16	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)	Sundays and Mondays remain our two most popular days of the week to visit the library.								
4	New adult cards issued									
5	New juvenile cards issued									
6	Adult programs presented									
7	Program attendance	Programs presented are above target. Attendance has not kept pace, and needs to be addressed.								

Exhibit "A"
 Delray Beach CRA FY 2015-16
 Goals and Outcomes Report

8	Reference Desk staff assistance for patrons in person, via phone email and text	
9	Material circulated - Print	Gains in circulation were mitigated by closings on Sundays in June, July, and August, as well as for termite tenting.
10	Material circulated- Audio & visual	More digital options for patrons such as streaming will affect audio & visual circulation moving forward.
11	Material circulated- E-Books	E-Book circulation is unaffected by library hours and closings. It is available for patrons 24 hours a day, 7 days a week.
12	Volunteer Hours	Volunteer service is an essential part of our success and an indication of our value to the community.
13	Volunteer Visits	
14	Percent of patrons responding to library use survey	
	OUTCOMES	
15	Number of visitors to downtown Delray Beach	
16	Patrons obtain access to free library materials, programs and services	
17	Patron savings by attending free programs	See #7
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	Increased efforts are under way to promote circulation of print materials through social and traditional media.
20	Volunteer opportunities created.	
21	Volunteers savings realized in personnel expenses	

Alex K... ..
 Signature of Executive Director

I attest that data included in document is true and accurate

A	B	C	D	E	F	G	H	I	J
1	Exhibit "B"								
2	FY 2015-2016								
3	CRA Combined Quarterly Budget Report								
4	ORGANIZATION NAME: Delray Beach Public Library				FY 2015-2016 Budget				
5					Quarter: 4				
6	INCOME	FY 2015-16 Quarter to	FY 2015-2016 Year-to-Date to	FY Budget 2015-16	Variance Favorable (Unfavorable)	Percentage			
7	Fees, Tickets, Registration, etc.	22,721	96,962	95,000	1,962	102.07%			
8	Corporate Grants/Contributions								
9	Individual Donations								
10	Foundation Grants								
11	Government - Federal								
12	Government- Local/County	363,375	1,453,500	1,453,500	-	100.00%			
13	Government- State		68,532	67,000	1,532	102.29%			
14	In-Kind								
15	Interest Income								
16	Membership								
17	CRA Actual or Requested	104,500	313,500	418,000	(104,500)	75.00%			
18	Other: Rental Income	6,900	25,900	25,200	700	102.78%			
19	Other: Fines and Fees	20,627	98,378	75,000	23,378	131.17%			
20	Other:								
21	Total Income	518,123	2,056,772	2,133,700	(76,928)	96.39%			
22									
23	EXPENSE	FY 2015-16 Quarter to	FY 2015-2016 Year-to-Date to	FY Budget 2015-16	Variance Favorable (Unfavorable)	Percentage			
24	Salaries & Related Taxes	254,558	1,087,201	1,045,700	41,501	103.97%			
25	Fringe Benefits	58,076	263,783	308,000	(44,217)	85.64%			
26	Professional Svcs/Consulting	20,016	68,281	65,000	3,281	105.05%			
27	Insurance	5,375	30,906	27,000	3,906	114.47%			
28	Licenses, Registration, Permits								
29	Conferences & Meetings	3,629	7,212	6,000	1,212	120.20%			
30	Copying & Printing			3,000	(3,000)	0.00%			
31	Equipment Rental/Maintenance	7,952	69,378	50,000	19,378	138.76%			

	A	B	C	D	E	F	G	H	I	J
32	Rent/Mortgage & Maintenance		44,434		165,676		140,000		25,676	118.34%
33	Utilities		28,854		136,928		140,000		(3,072)	97.81%
34	Telecommunication									
35	Office & Program Supplies		16,933		45,704		40,000		5,704	114.26%
36	Postage & Delivery		343		2,244		3,000		(756)	74.80%
37	Local Travel									
38	Capital Expenditures									
39	Other: Library Materials		155,041		246,532		250,000		(3,468)	98.61%
40	Other: Lifelong Learning, Property Tax, Etc.		7,403		56,762		56,000		762	101.36%
41	Sub-Total Expenses		602,614		2,180,607		2,133,700		46,907	102.20%
42	Total Expense		602,614		2,180,607		2,133,700		46,907	102.20%
43										
44	NET INCOME		(84,491)		(123,835)		-		(123,835)	
45										
46										
47										
48	CRA Budget Narrative Form									
48	ORGANIZATION NAME: Delray Beach Public Library				FY 2015-2016 Budget					Quarter: 4
49	Exceeding Projection		<input type="checkbox"/> On Target		Below Projection					
50	INCOME:									
51	Fees, Tickets, Registration, etc.									
52	Corporate Grants/Contributions									
53	Individual Donations									
54	Foundation Grants									
55	Government - Federal									
56	Government- Local/County									
57	Government- State									
58	In-Kind									
59	Interest Income									
60	Membership									
61	CRA Actual or Requested									
62	Other: Rental Income									
63	Other: Fines and Fees									
64	Other:									
65										
66										

	A	B	C	D	E	F	G	H	I	J
67	Lower than Projection		<input type="checkbox"/> On Target		<input type="checkbox"/> Exceeding		Projection			
68	EXPENSES:	Explanation of Variances								
69	Salaries & Related Taxes									
70	Fringe Benefits									Benefit reduction offset salaries and related taxes increase.
71	Professional Svcs/Consulting									Contract services fees.
72	Insurance									
73	Licenses, Registration, Permits									
74	Conferences & Meetings									
75	Copying & Printing									Costs are being allocated to various programs and events.
76	Equipment Rental/Maintenance									Additional equipment and service contracts purchased.
77	Rent/Mortgage & Maintenance									Aging building requiring more maintenance.
78	Utilities									
79	Telecommunication									
80	Office & Program Supplies									Increased number of programs presented this fiscal year.
81	Postage & Delivery									
82	Local Travel									
83	Capital Expenditures									
84	Other: Library Materials									
85	Other: Lifelong Learning, Property Tax, Etc.									

A	B	C	D	E	F	G	H	I	J
Quarterly Budget Report "Program A"									
2	ORGANIZATION NAME: Delray Beach Public Library								
3	FY 2015-2016 Budget								
4	Quarter: 4								
5	INCOME	FY 2015-16 Quarter to	FY 2015-2016 Year-to-Date to	FY Budget 2015-16	Variance Favorable (Unfavorable)	Percentage			
6	Fees, Tickets, Registration, etc.								
7	Corporate Grants/Contributions								
8	Individual Donations								
9	Foundation Grants								
10	Government - Federal								
11	Government- Local/County								
12	Government- State								
13	In-Kind								
14	Interest Income								
15	Membership								
16	CRA Actual or Requested	104,500	313,500	418,000	(104,500)	75.00%			
17	Other:								
18	Other:								
19	Other:								
20	Total Income	104,500	313,500	418,000	(104,500)	75.00%			
21									
22	EXPENSE	FY 2015-16 Quarter to	FY 2015-2016 Year-to-Date to	FY Budget 2015-16	Variance Favorable (Unfavorable)	Percentage			
23	Salaries & Related Taxes	43,824	187,173	180,000	7,173	103.99%			
24	Fringe Benefits	9,429	42,830	50,000	(7,170)	85.66%			
25	Professional Svcs/Consulting	6,159	21,011	20,000	1,011	105.06%			
26	Insurance	1,393	8,012	7,000	1,012	114.46%			
27	Licenses, Registration, Permits								
28	Conferences & Meetings	601	1,194	1,000	194	119.40%			
29	Copying & Printing	-	-	600	(600)	0.00%			
30	Equipment Rental/Maintenance	1,590	13,875	10,000	3,875	138.75%			
31	Rent/Mortgage & Maintenance	8,886	33,135	28,000	5,135	118.34%			
32	Utilities	5,771	27,386	28,000	(614)	97.81%			

	A	B	C	D	E	F	G	H	I	J
33	Telecommunication									
34	Office & Program Supplies		423		1,142		1,000		142	114.20%
35	Postage & Delivery		69		450		600		(150)	75.00%
36	Local Travel									
37	Capital Expenditures									
38	Other: Library Materials		46,510		73,957		75,000		(1,043)	98.61%
39	Other: Lifelong Learning, Property Tax, Etc.		2,220		17,027		16,800		227	101.35%
40	Sub-Total Expenses		126,875		427,192		418,000		9,192	102.20%
41	Total Expense		126,875		427,192		418,000		9,192	102.20%
42										
43	NET INCOME		(22,375)		(113,692)		-		(113,692)	
44										
45										
46										
47	CRA Budget Narrative Report "A"									
47	ORGANIZATION NAME: Delray Beach Public Library									
48	Exceeding Projection		X	On Target						Quarter: 4
49	INCOME: Explanation of Variances									
50	Fees, Tickets, Registration, etc.									
51	Corporate Grants/Contributions									
52	Individual Donations									
53	Foundation Grants									
54	Government - Federal									
55	Government- Local/County									
56	Government- State									
57	In-Kind									
58	Interest Income									
59	Membership									
60	CRA Actual or Requested									
61	Other:									
62	Other:									
63	Other:									
64										
65										
66										
			X	On Target						Exceeding Projection

	A	B	C	D	E	F	G	H	I	J
67	EXPENSES:	Explanation of Variances								
68	Salaries & Related Taxes									
69	Fringe Benefits									
70	Professional Svcs/Consulting									
71	Insurance									
72	Licenses, Registration, Permits									
73	Conferences & Meetings									
74	Copying & Printing									
75	Equipment Rental/Maintenance									
76	Rent/Mortgage & Maintenance									
77	Utilities									
78	Telecommunication									
79	Office & Program Supplies									
80	Postage & Delivery									
81	Local Travel									
82	Capital Expenditures									
83	Other: Library Materials									
84	Other: Lifelong Learning, Property Tax, Etc.									
85										

Benefit reduction offset salaries and related taxes increase.

Contract services fees.

Costs are being allocated to various programs and events.

Additional equipment and service contracts purchased.

Aging building requiring more maintenance.

Increased number of programs presented this fiscal year.

Delray Beach Public Library
Balance Sheet
As of September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
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	Sep 30, 16	Sep 30, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	100,522	109,041.07	-8,519.05	-7.76%
1000 · Operating-Paradise Bank	217,517.26	108,476.19	109,041.07	100.52%
10000 · Oper Paradise/Checking Foothold	11,599.38	244,985.79	-233,386.41	-95.27%
10010 · PNC Bank	0.00	37,219.28	-37,219.28	-100.00%
1030 · Paradise Bank 6 month CD	352,796.24	352,796.24	0.00	0.00%
1070 · Paypal Holding	0.00	4,571.53	-4,571.53	-100.00%
1080 · Petty Cash	250.00	197.86	52.14	26.35%
1090 · Cash Drawer	300.00	300.00	0.00	0.00%
Total Checking/Savings	582,462.88	748,546.89	-166,084.01	-22.19%
Accounts Receivable	17,742.05	96,707.47	-78,965.42	-81.65%
Total Accounts Receivable	17,742.05	96,707.47	-78,965.42	-81.65%
Other Current Assets				
Investment				
1040 · Endowment/Bldg Fund-Merrill Lyn	2,758,116.61	2,607,990.39	150,126.22	5.76%
1060 · LionsClub Endowment-Merrill Lyn	18,767.40	18,636.00	131.40	0.71%
1050 · Gift Fund-Merrill Lynch	203,515.85	203,542.70	-26.85	-0.01%
Total Investment	2,980,399.86	2,830,169.09	150,230.77	5.31%
Inventory Asset	879.67	879.67	0.00	0.00%
1200 · Inventory Asset	365.00	365.00	0.00	0.00%
1210 · Utility Deposit-Building	20,397.76	15,211.77	5,185.99	34.09%
1230 · Prepaid Expense	0.00	4,104.45	-4,104.45	-100.00%
1240 · Prepaid Insurance	3,002,042.29	2,850,729.98	151,312.31	5.31%
Total Other Current Assets	3,602,247.22	3,695,984.34	-93,737.12	-2.54%
Fixed Assets				
1310 · Building Contents-Library	1,957,782.80	1,957,782.80	0.00	0.00%
1320 · Building Additions-Library	8,074,970.51	8,074,970.51	0.00	0.00%
1330 · Accumulated Depreciation-Bldg.	-4,277,815.17	-4,277,815.17	0.00	0.00%
1340 · Lease Holding Improvement	34,250.00	34,250.00	0.00	0.00%
1350 · Building Contents	30,165.00	30,165.00	0.00	0.00%
1360 · Parking Garage Privilege	2,798,708.34	2,798,708.34	0.00	0.00%
1370 · Accumulated Depre-ParkingGarage	-466,687.00	-466,687.00	0.00	0.00%
1380 · Land	7,000,000.00	7,000,000.00	0.00	0.00%
Total Fixed Assets	15,151,374.48	15,151,374.48	0.00	0.00%
Other Assets				
1430 · Oper-Loan to DBA	0.00	40,000.00	-40,000.00	-100.00%
Total Other Assets	0.00	40,000.00	-40,000.00	-100.00%
TOTAL ASSETS	18,753,621.70	18,887,358.82	-133,737.12	-0.71%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	2,048.91	71,755.69	-69,706.78	-97.15%
Credit Cards				

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
2002 · Director-Iberia Bank CC	5,035.51	7,477.91	-2,442.40	-32.66%
2003 · Director-American Express CC	16,518.84	858.36	15,660.48	1,824.47%
Total Credit Cards	21,554.35	8,336.27	13,218.08	158.56%
Other Current Liabilities				
2012 · Dental Ins Prem-Employee Share	0.00	240.88	-240.88	-100.0%
2014 · FICA	0.00	-107.48	107.48	100.0%
2018 · SUTA	362.40	243.90	118.50	48.59%
2019 · Medicare	0.00	-25.12	25.12	100.0%
2037 · 403(b) Plan Payable	10,899.27	560.33	10,338.94	1,845.15%
2040 · Premium Only/SCC 125 Payable	1,125.81	1,700.69	-574.88	-33.8%
2070 · Deferred Income	34,002.00	58,100.00	-24,098.00	-41.48%
2080 · Accrued Payroll	44,639.33	36,272.69	8,366.64	23.07%
2090 · Accrued Expenses	58,118.17	122,286.00	-64,167.83	-52.47%
2091 · Accrued Vacation	36,305.70	36,305.70	0.00	0.0%
2092 · Accrued Vacation-Taxes	2,777.39	2,777.39	0.00	0.0%
2093 · Accrued Vacation-Pension	5,228.02	5,228.02	0.00	0.0%
25500 · Sales Tax Payable	523.02	528.75	-5.73	-1.08%
Total Other Current Liabilities	193,981.11	264,111.75	-70,130.64	-26.55%
Total Current Liabilities	217,584.37	344,203.71	-126,619.34	-36.79%
Total Liabilities	217,584.37	344,203.71	-126,619.34	-36.79%
Equity				
3000 · Retained Earnings	-564,274.92	-310,214.49	-254,060.43	-81.9%
3010 · Opening Balance Equity	294.50	294.50	0.00	0.0%
3020 · Building Fund Balance	11,226,848.68	11,226,848.68	0.00	0.0%
3030 · Gift Fund Balance	315,899.86	315,899.86	0.00	0.0%
3031 · Gift Fund-Temp. Restricted Fund	147,960.00	147,960.00	0.00	0.0%
3050 · General Fund Balance	416,492.57	416,492.57	0.00	0.0%
3065 · Land Revaluation Reserve	7,000,000.00	7,000,000.00	0.00	0.0%
Net Income	-7,139.91	-254,126.01	246,986.10	97.19%
Total Equity	18,536,080.78	18,543,155.11	-7,074.33	-0.04%
TOTAL LIABILITIES & EQUITY	18,753,665.15	18,887,358.82	-133,693.67	-0.71%