

"We honor our past, showcase the present, and inspire the future"

The Aloha Community Library Association Annual Report



P.O. Box 6561 Aloha, Oregon 97007-0561
<http://alohalibrary.org>

**THE ALOHA COMMUNITY LIBRARY ASSOCIATION
AGENDA AND NOTICE OF
ANNUAL ASSOCIATION MEETING**

**Sunday October 20, 2013
2:00 p.m.**

Call to order

Review the Amendments to the Bylaws for Ratification

Adjourn Special Meeting

Open Annual Meeting

Approval of the Minutes from the 2012 Meeting

President's Report

Treasurer's Report

Election of Directors

Audience Time

Recognition

Announcements

Adjournment

The next monthly Board meeting will be held Wednesday, November 20, 2013 at 6:30 p.m. at the Edwards Community Center Training Room, 20250 SW Kinnaman Road, Aloha.

Aloha Community Library Association

Board of Directors and Officers

2012-2013

Douglas Hoy
President

Ann Sindelar-Trahin
Vice President

Manisha Jain
Treasurer

Amy Grant
Secretary

Martin Granum

Lynda Hanson

Vy Le

Eric Squires

Carolina Tapia

Donna Terletzky

Ted Welch

Staff Roster

Terri Palmer, Director of Volunteer Services

**ALOHA COMMUNITY LIBRARY ASSOCIATION
ANNUAL REPORT
OCTOBER 2013**

INTRODUCTION

The Aloha Community Library began in early 2011 as the vision of a few friends, neighbors and community activists meeting for coffee to discuss the possibility of a community library in Aloha. From that early beginning a ground-swell of community grass roots activism began, bringing us to where we are today.

OUR PAST

From incorporation in 2011 to opening our doors on September 22, 2012, we solicited and received the generous support of the Aloha-Reedville community, and from many libraries in Oregon. Book donations allowed us to open with a collection of over 6,000 items, and sales of extra donated books provided funding for supplies. Other libraries offered us shelves, furniture, computers, and the checkout counter and book-drop. Grants allowed us to start a family reading program in our empty space, before the library was even open. Generous donations from library lovers and local businesses allowed us buy book processing supplies, set up internet access, and to hire our first (and only) paid staff position, the Director of Volunteer Services.



Opening Day

OUR PRESENT

Looking back at our first full year in operation, it's amazing to see how much we've grown!

	September 2012	September 2013
Hours open per week	12	37
Items in the collection	6,500	10,732
Library cards issued (cumulative total)	250	1,708
Items circulating each month	498	2055

Some of the highlights from this year have been:

November-December

- o Special story time programs with the Tualatin Hills Parks and Recreation Nature Mobile
- o Holiday tree-lighting celebration
- o Holiday Booktique (sales of craft items made by ACLA volunteers)
- o Visit and story-time with Santa Claus

January

- o Volunteers distributed library flyers for the National Day of Service

February

- o Girl Scout Troop #40410 adopted the library as part of their Bronze Award project

March

- o Sheriff Pat Garrett and volunteers from the Tualatin Valley Fire & Rescue helped us celebrate Dr. Seuss's birthday

April

- o Celebrated el Día del Niño/Children's Day
- o Received a grant from the Aloha Garden Club, and custom-made bulletin boards from the Beaverton Optimist Club
- o Opened our online bookstore on Amazon (Aloha Community Library Friends), managed by volunteer Maxine Wald

May

- o Little Lambs Too held a jog-a-thon to benefit the Aloha Community Library
- o Employees from the Aloha KeyBank branch volunteered at the library as part of their Neighbors' Make A Difference Day

June

- o The Westside Quilters Guild donated a beautiful handmade quilt for auction
- o Summer Reading Program began

August

- o Steampunk Teen Takeover Night held at the library
- o Summer used book sale held in conjunction with Aloha Days

September

- o Tree of Knowledge challenge grant started
- o Crazy Machines computer game made available at the library
- o Email newsletter launched
To receive monthly news and announcements, send an email to AlohaCommunityLibrary@gmail.com to be added to the distribution list.



OUR FUTURE

Looking ahead to 2014, we're focusing on:

- Expanding programs, services and hours
- Continuing to build community and business support and seek grants
- Applying for membership in the Washington County Cooperative Library System
- Finding a larger space for the library

Programs and Services

We are beginning to offer after-hour workshops for adults at the library; the first workshop was a card-making workshop by volunteer Betsy Buckel. Watch the newsletter and website for additional workshop.

We received a grant from the Ezra Jack Keats Foundation, and will be holding monthly programs based on the children's books written and illustrated by Ezra Jack Keats beginning in October.

We look forward to expanding the Summer Reading Program this coming year, and offering other programs and special-interest events as volunteers and resources become available.

Community, Business and Grant Support

Until we become a member of the Washington County Cooperative Library System, we rely 100% on donations, grants, used book sales and fund-raising events to keep the doors open and the internet on.

We will be continuing to work with community groups, businesses and individuals to build the sustaining support that will get us to our goal of WCCLS membership in July 2016.

Applying for WCCLS Membership

In order to become part of WCCLS, we must qualify as a Level 3 library before we apply for membership. The deadline to apply for inclusion in the next 5-year library levy cycle is in May 2014, so our focus this year will be on meeting the qualification requirements. These include:

- Increasing our operating hours to 40 hours per week
- Hiring a librarian and increasing our paid library staff to one full-time equivalent
- Increasing monthly circulation to 40,000 item per year (3,333 per month)



A FINAL NOTE

Volunteers have given well over 6,000 hours of service in the past year, coordinated and trained by our Director of Volunteer Services, Terri Palmer. Terri's dedication, expertise, vision (and patience) have been instrumental to our success as a volunteer-driven organization.

The Aloha Community Library has developed a reputation as "The Little Library that Could" because of **your** support, and we need **your** help to reach the goal of WCCLS membership. Specifically, we need:

- Sustaining financial support
- Volunteer time and expertise
- Help spreading the word about all that the library offers
- More items circulating

We are your community library – Check us out!

OUR MISSION

The mission of the Aloha Community Library Association is to create and grow a library for the community of Aloha that will be a focal point for the community. As such, it will provide access to a wide assortment of books and media resources that can be used for the purposes of education, entertainment and research.

OUR VALUES

Community Focus

- We offer our residents a safe, welcoming place to study, research, work, relax, and conduct meetings and interact with others of all ages and cultures.
- We provide high-speed access to the digital world with no unnecessary restrictions or fees to ensure everyone can take advantage of resources and services available through the Internet.
- We embrace our role in building personal, business, and governmental connections and fostering partnerships that strengthen Aloha
- We reach out to the schools, businesses and governmental agencies, to succeed in providing the best possible services to the community.

Knowledge

- We encourage the process of learning and provide experiences to enhance educational opportunities for all ages and cultures.
- We promote the Library as a place where residents can explore topics of personal interest and continue to learn throughout their lives.
- In addition to reading, residents who want to enhance their leisure time will find material for viewing and/or listening.

Quality

- The Aloha Community Library will offer up-to-date, efficient services aimed at meeting the needs of the Aloha patrons.
- We commit ourselves to excellence and will adapt to meet the changing needs of the Library and its users.
- We seek out the best staff and resources to accomplish our work.
- We support individual growth and organizational development.

Respect

- We acknowledge, accept, and respond to the unique needs of the community.
- We treat everyone with equal consideration and courtesy.
- We believe that each Library patron is unique and important and will be given help as needed to make choices from among the varied resources.

Communication

- We exchange ideas with openness and trust.
- We share information and solicit opinions about decisions that affect the success of the Library.

Supporters

We want to especially thank and acknowledge the following individuals and organizations who have contributed their time, energy, talent and/or financial contributions toward making our dream a reality.

ACLA Volunteers
Agape Community Insurance
Ken Alexander
*Eugene Allison**
Aloha Business Association
Aloha Garden Club
Aloha High School
*Anonymous**
Anthony Armendariz
Victor Armendariz
Leslie Ashcroft
Assistance League of Portland
Bales Farmington
Hal Ballard
Banks Public Library
*Rep. Jeff and Vicki Barker**
Barnes and Noble
Betty Bartline
Marie Basta
Mary Ellen Bates
Beaverton City Library
Beaverton Optimist Club
Beaverton Rotary Club
Beaverton School District
Viola Beltran
William Berg
Kathryn and George Best
*Dena Bindewald**
Rep. Suzanne Bonamici
Darla Bright
Debbie Brodie
Betsy and James Buckel
*Lisa Buellesbach**
John and Dela Burgess
Debbie Burke
Robert and Joyce Byerly
F. Machie Cacatzum
Eva Calcagno
Oscar Cardona
Emily Carlson
Carr Auto Group
Jeffrey and Dee Ann Carter
Carol and Dennis Cartier
Cedar Mill Community Library
John Chin

Clean Earth Cleaners
Irene Clouser
Colors of Life – Juice Plus
Comcast
Ann Conley
Consulate General of Mexico
Cooper Mountain Presbyterian Fellowship
Joan Corcoran
Julia Corkett
Cornelius Public Library
CPO-6, Chaired by Eric Squires
Cassie Crawford-Napack
Ed and Lynn Curtis
Curves of Aloha
Custom Contract Manufacturing
Cut No Corners Painting
Janet Dillon,
District Rotary
*Jean and Jim Doane**
DT Squared
Gregory Dudley
*Patrick Duke**
Helen and David Eby
Edwards Center
Kathy Eichorst
Electronics Unlimited
Embracing Health 4 Life
Ezra Jack Keats Foundation
Sally Fabre,
Michael Fenton
Sharon Fields
Vicki Finster
Foundations 4 Your Life
Friends of the Hillsboro Public Library*
Friends of the West Slope Community Library
Gaucha Translations
Kay Gebhart
Claudia Geller
*Chris Girard**
Girl Scout Troop 40410
Godfather's Pizza
Gold Eagle Classics
Golden Werx Studios
*Amy and Keith Grant**
Margaret Grant

**Founders Club members*

*Dr. E. David Granum**
*Martin Granum**
Michele and Mark Greenwood
Betty Groesbeck
Emily Hackett
Faye and Kenneth Hall
Kim Hanabusa
Peter and Annie Hanaway
*Lynda and Larry Hanson**
Mary Anne Harmer
Katie Harris
Susan Hathaway-Marxer
*Hazeldale Elementary PTO**
Katherine Heiter
Peter Higgins
Hillsboro Public Library
Judith and William Howell
*Doug and Cheryl Hoy**
Nadine and Sanny Huey
In Line Commercial Construction
*Ann and Ed Jacks**
Susan Jaeger
Manisha Jain, CPA
Jan's Paperback Books
*Becky and Terrill Jarvis**
Zachary Jarvis
Patricia Jeffrey
Fran Jensen
Wally Johnston
Janel Josephson
Art Kauffman
Josefina Keane
Keller, Irene
Pam Kessinger
Keybank, Farmington Office
Amy Kim
Jennifer Klump
Leigh Knox
Shirley Landels
Virginia Lenneville
Peter and Karen Leonard
Mary Lewis
Little Lambs Too Preschool
Barbara and Bob Loveland
Kathleen Lux
Patricia Maberry
*Steve and Cathy Mahon**
Lillian Marjury
*Barbara Mason**
Marilyn McWilliams

*Ellen and Wes Mickanin**
Mike Mihalik
Miller Paint
Anthony Mills
John Misterly
Mittleman Jewish Community Center
Barb Morris
Mountain View Middle School
Shelly Najera
Madeleine Nelsen,
North Plains Library
*Deb Nystrom**
Mary O'Donnell
Jacqueline Ortega
Wes Osterman
Pacific University Library
David Palmrose
Gloria Patterson
Steven and Carol Pearson
Peppermill Restaurant in Aloha
Sarah Perry
Cynthia Peterson
R&R Manufacturing
Kristin Ratten
Frank Reed
Melissa Reid
ReMax Equity Group
*Tom Rocca**
Russel and Eve Rogers
Bruce Rose
Rebecca Ross
Janet Roth
Michael Sahagian
Janet Sallak
Stephanie Sanders-Schleiger
Sandy Public Library
Schmidt and Yee, PC
Commissioner Dick Schouten
*Barbara Scillian**
Carol Scillian
Seven Hills Properties
*Ann Sindelar-Trahin**
*Wayne and Christine Slovick**
*Boyce and Lori Smith**
Jim Smith
Nathan and Sarah Smith,
*Nancy Spaulding**
Springer and Son
Tammy Springer
*Eric Squires**

**Founders Club members*

Barbara Squires
Victoria Staley
State Farm Insurance
St. Elizabeth Ann Seton Catholic Church
Roger Tait
Carolina Tapia
Leon Taylor
Terry Taylor
*Donna and Dave Terletzky**
Rick Terletzky
David Thompson
Terry Thompson
Time Fairy
Tualatin Valley Fire and Rescue
Tualatin Valley Parks and Recreation
Nancy and Richard Tuber
Gail Turney
Umatilla Public Library
*Susan Urzaa**
US West Coast Taekwondo
Jolee Vandehey
VJ Books
Maxine Wald

**Founders Club members*

Gail Walker
Washington County Cultural Coalition
Washington County Sheriff's Office
Pamela Weaver
Sandy Webb
*Ted Welch**
Wayne and Ann Weld-Martin
*Linda and Joe Westling**
Westside Quilters Guild
Westside Rotary Club
*Charles White**
Melinda and James Williamson
Kristen Winter
Colleen Winters
Kent Wu
Ben Yagolnikov
Jeffrey and Diane Yake
Kirk Yang
Ken and Barb Yarnell
Pam Yee
Ghaz Zardinejad
*Claude and Florence Zeller**
*Elisabeth Zeller and Gerrit Koepping**

Aloha Community Library Association	
Profit & Loss	
July 2012 – June 2013	
<u>Income</u>	Total
4000 Donations (Cash)	\$50,761.60
4100 In-Kind Gifts	366.37
4300 Grants	6,000.00
5200 Desk Receipts	356.68
5300 Used Book Sales	3,833.49
Total Income	\$61,318.14
Gross Profit	\$61,318.14
<u>Expenses</u>	
6001 Background Check Costs	\$630.05
6002 Workers Comp Insurance	185.83
6100 Payroll Expenses	13,015.45
6400 Volunteer Development	268.65
6500 Occupancy (Facilities & Utilities)	9,098.45
6600 Operating Costs - Other	1,594.10
6700 Legal & Professional Fees	610.25
6800 Other Expenses	121.39
7100 Collection	2,444.30
7800 Library Supplies & Services	4,341.90
7913 Grant Programming	440
8100 Technical Equipment & Software	5,862.91
8200 Furniture & Fixtures	1,113.20
9100 General Expense	-200
9200 Library Specific Operating Cost	95
9300 Development	1,898.28
9800 Board Expense	1,991.79
Total Expenses	\$43,411.55
Net Operating Income	\$17,806.59
Net Income	\$17,806.59

Aloha Community Library Association Balance Sheet As of June 30, 2013	
ASSETS	Total
Current Assets	
Bank Accounts	\$32,870.54
Other Current Assets	
Undeposited Funds	1,075.00
Total Other Current Assets	\$1,075.00
Total Current Assets	\$33,945.54
Fixed Assets	
1602 Equipment & Software	3,340.20
1603 Capital Furniture & Fixtures	5,340.00
Total Fixed Assets	\$8,680.20
TOTAL ASSETS	\$42,625.74
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	24,819.15
Net Income	17,806.59
Total Equity	\$42,625.74
TOTAL LIABILITIES AND EQUITY	\$42,625.74