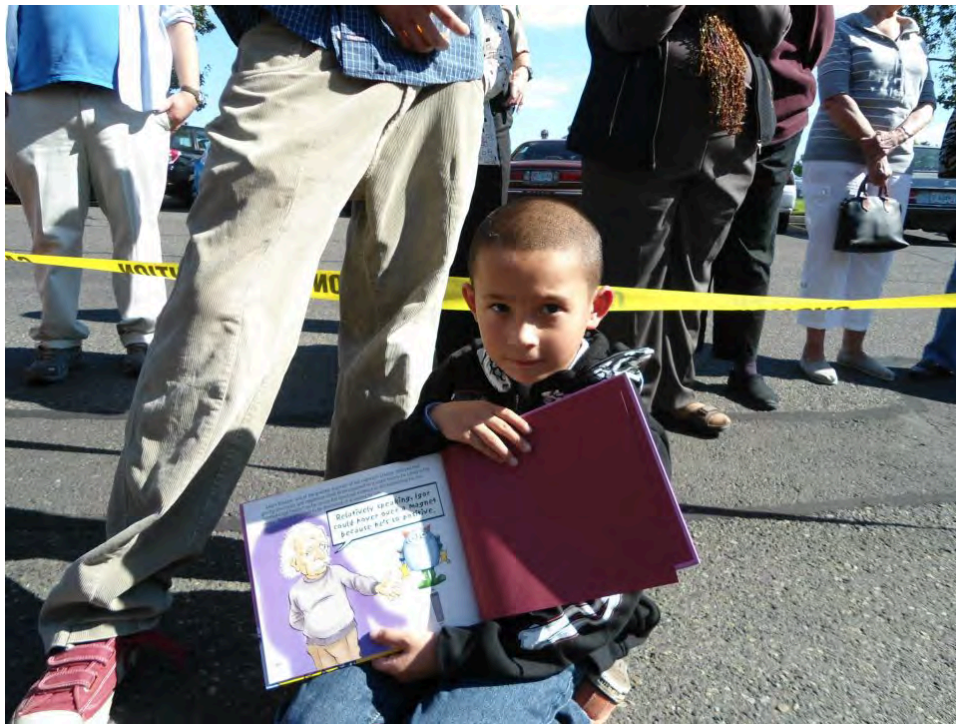


*"We honor our past, showcase the present, and inspire the future"*

# The Aloha Community Library Association Annual Report



**Annual Members Meeting**  
October 20, 2012



**Aloha Community  
Library Association**

P.O. Box 6561 Aloha, Oregon 97007-0561

<http://alohalibrary.org>

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

**Tuesday October 20, 2012  
9:00 a.m.**

Call to order	President Doug Hoy
Present the Amendments to the Bylaws	Amy Grant
Motion for Approval, Vote	Doug Hoy
Adjourn Special Meeting	Doug Hoy
Open Annual Meeting	Doug Hoy
President's Report	Doug Hoy
Treasurer's Report	Amy Grant
Election of Directors	
Audience Time	
Recognition	
Announcements	
Adjournment	

The next monthly Board meeting will be held Wednesday, November 14, 2012  
at 6:30 p.m. at the Aloha Library.

# **Aloha Community Library Association**

## **Board of Directors**

**2011-2012**

Douglas Hoy  
President

Martin Granham  
Vice President

Amy Grant  
Treasurer

Lynda Hanson  
Secretary

Eric Squires

Ann Sindelar-Trahin

Lisa Buelllesbach

Donna Terletzky

Ellen Mickinan

## **Staff Roster**

**Terri Palmer, Director of Volunteer Services**

# **ALOHA COMMUNITY LIBRARY ASSOCIATION ANNUAL REPORT OCTOBER 2012**

## **INTRODUCTION**

The beginning of the Aloha Community Library Association started in early 2011 with a few friends, neighbors, associates, and community activists meeting for coffee to discuss the possibility of forming a new library for the community of Aloha. From that early beginning a ground-swell of community grass roots activism took hold of those involved and led them on an amazing journey. The journey included learning about the technical specifics of library formation in Oregon, Washington County, and specifically Aloha. It also included learning how to create the necessary legal structure, what we all now understand to be a 501(c)(3) non-profit business structure. This included development and refinement of articles of incorporation, writing bylaws and other legal documents, and registering with state and federal agencies to enable legal fundraising activities to support the library.

### **WHY**

"Libraries are one of the only face-to-face services left where kids can come with no appointment and get professional services from someone with a Master's degree who assigns no grades. Makes no judgments. It's the greatest democratic institution ever created."

Patrick O'Brien



A website was created, refined, and constantly revised allowing a consistent communication tool for our community. Facebook and Twitter accounts were created and actively supported. A "sneak peek" event was staged in early December, 2011 that was well attended even though it was just an empty shell of what would soon to become. The most amazing event of that evening was the checkout of our first book, "Packy and Me", written by a local celebrity, Dr. Mathew Maberry and his wife, Patricia Maberry. The book was checked out to the child of one of our most fervent volunteer families, Becky and Terrill Jarvis.

The Association wrote strategic plans which included reviewing and summarizing demographic analyses of the area, creating a budget, creating a development and fundraising plan, setting short and long term goals, and other important business startup tools. We learned how to fundraise and demonstrated our knowledge and new skill by actually raising over \$40,000 before we even opened our doors. This was remarkable for a group that had never worked together before but only shared a common mission.

## **OUR MISSION**

The mission of the ACLA (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.

## **IN KIND DONATIONS**

The ACLA received an amazing assortment of in-kind donations along with discounts on much needed furniture and supplies. The generosity and support of the community constantly amazed those active in the Association. Because of these gifts, the ACLA was able to open a library with over 6,000 books and media items, despite having just begun asking for material only a few months before. The first book drive was in February. This

was followed by additional asking and receiving in March. The ACLA had book sales in March, April, and July. In May, it was given a new place to stage sorting and cataloging of materials and eventually stockpiling the assortment of necessary furniture to make its dream a reality.



Where did everything come from? The outside book drop was donated by the Umatilla Public Library. Cedar Mill Public Library donated the bookshelves used for the children's section and reference library. The circulation desk was donated by the Banks Public Library. The DVD cases came from a donation by the Cornelius Public Library. The DVD book shelves came from a small purchase when Borders Books went out of business. The Veteran's Affairs Office of Washington County donated the computers. The white cabinets behind the circulation desk and the massive cabinets in the center of the library came from a discounted purchase from the Sandy Public Library. The computer tables were created by local volunteers Gene Allison and Kevin Harrington using donated boards from the Sandy Public Library. The ReMax Realty Group donated the rest of the furniture. The paint was donated by Miller Paint, the painters by Cut-no-Corners Painting Service and Kent Wu. An anonymous donor in our community donated the lease and all of the carpet, electrical and lighting improvements. In other words, the Association accomplished this by asking for donations and getting an amazing response from the community.

What about books and media? The ACLA received so many books, it had to stop asking for them! Between December and April last year, it received well over 25,000 items. Reserving the best of the best of our donations resulted in a cataloged collection goal of 8,000 books and media. A special donation of over 1,000 new children's non-fiction books was received in July from Kim Hanabusa, a local book seller. You will see in the library today roughly 6,000 books with more on the way. Each book in the Aloha Community Library has been handled, processed, covered, labeled, etc. by many people with between 10-20 minutes spent on each book. In total, thousands of man-hours were spent putting this collection together before the doors opened on Saturday, September 22, 2012.

### **ADDITIONAL GIFTS OF TIME**

The support from the local library community has also been really important. Colleen Winters from Forest Grove, Cynthia Peterson (original founding librarian from N. Plains), Debby Brody of N. Plains, Peter Leonard of Cedar Mills, Pat Duke from Wilsonville and Eva Calcagno, and Executive Director of WCCLS have all been tremendous in their gift of time, experience, and guidance.

### **COMMUNITY OUTREACH**

ACLA board members met with a variety of groups and organizations to advertise our existence: The newly formed Aloha Business Association, the Beaverton Chamber of Commerce, the Beaverton Rotary Club, The Beaverton Optimists Club, the Citizen Participation Organization (where the notion of the library was conceived), the Washington County Forum, the Beaverton School District (Aloha High School, meetings of the local BSD librarians, and other schools within the district), a local Spanish speaking congregation (St. Elizabeth Ann Seton Catholic Church in Aloha) and other numerous venues. The ACLA also made sure the press, including local television organizations such as KATU and KGU knew about its activities. They were well represented at the Aloha Library Grand Opening!





## SUMMER READING PROGRAM

Because of generous grants from the Beaverton Rotary Club and the Washington County Cultural Alliance, needed materials were purchased to support a twice-weekly summer reading program for kids and their parents. The program started in July and lasted through August – a total of eight weeks. It concluded with an outstanding pro-bono gift from a local artist performing a wonderful puppet show for the kids. During the summer, 53 kids attended at least one of the 18 sessions ranging in age from 3 months – 11 years

old. 166 books were checked out and 15 kids completed summer reading (4 sessions).

## OPENING THE LIBRARY

During the months of July, August and September, over 2,000 hours and well over 150 volunteers contributed to preparing the final collection, acquiring bookcases and preparing the space for occupancy. It was a very busy summer! The Aloha Library held its Grand Opening on Saturday, September 22 to a crowd of hundreds of onlookers, media representatives, and politicians. It continues to open 3 days per week with an average of 4 hours each day it is open. To do this has required an amazing commitment of volunteer training, time, and talent.



## TECHNICAL SERVICES

The public access computers, staff computers, network multifunction color copier/printer and in-house wifi network have all been provided by inexpensive purchases and donations of time and material. Over five highly qualified volunteer community members have joined the "IT DEVELOPMENT TEAM" to help make this a reality for the community. Providing this kind of service previously unavailable to those who live within walking distance of our library has been tremendous.

## STAFF AND VOLUNTEERS

Volunteers gave over 5,000 hours of service in the past year, which works out to more than 2.5 full-time employees! In August, the Association began to provide a paycheck to its first employee, Terri Palmer. Terri has been instrumental to the success of the ACLA by providing outstanding performance in her role as Director of Volunteer Services.

## LOOKING AHEAD

In the coming year, the ACLA's goals include increasing total hours of operation, expanding its collection of books and media, increase



circulation, grow its patron base, and grow total income to \$100,000. Although the current operating expenses are modest and well below that, increasing the budget will allow the Association to purchase the needed materials for filling out the holes in our collection and adding additional staff, including a library director. Receiving grants to fund programs offered to the community will also be a major focus of attention. Establishing a manageable system for receiving and processing (selling, acquiring or giving away) community-donated materials of books and media is also on the priority "to-do" list! The Association has begun to learn from other local library organizations how lucrative that strategy is and believes it will be pivotal to its future income generation along with other more traditional methods of non-profit funding.

## **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.

## **Benefactors**

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

## **Organizations**

*ACLA Board Members*

*Agape Insurance*

*Aloha High School*

*The Aloha Business Association*

*The Beaverton Rotary Club*

*CPO-6, Chaired by Eric Squires*

*The Edwards Center*

*Electronics Unlimited*

*Friends of the Hillsboro Public Library*

*Jan's Paperback Books*

*Godfather's Pizza in Aloha*

*In Line Commercial Construction*

*Keybank of Aloha*

*Paul O's BBQ Restaurant*

*The Peppermill Restaurant in Aloha*

*R&R Manufacturing*

*State Farm Insurance*

*US West Coast Taekwondo*

*The Washington County Cultural Coalition*

## **Members (who have donated \$15 or more)**

Alexander, Ken

Allison, Gene

Anonymous

Barker, Jeff & Vicki

Bates, Mary Ellen

Berg, William

Bindewald, Dena

Buellesbach, Lisa

Burke, Debbie

Byerly, Robert & Joyce

Carlson, Emily

Cartier, Carol & Dennis

Chin, John

Curtis, Ed & Lynn

Doane, Jim & Jean

Duke, Patrick

Eby, Helen & David

Eichorst, Kathy

Fabre, Sally

Fields, Sharon

Geller, Claudia

Girard, Chris

Grant, Amy & Keith

Granum, David

Granum, Martin

Groesbeck, Betty

Hanaway, Peter & Annie

Hanson, Lynda & Larry

Harris, Katie

Hathaway-Marxer, Susan

Hoy, Doug & Cheryl

Jacks, Ann and Ed

Jarvis, Becky & Terrill

Jarvis, Zachary

Kauffman, Art

Kim, Amy

Maberry, Patricia

Mahon, Steve

Marjury, Lillian

Mason, Barbara

McWilliams, Marilyn

Mickanin, Ellen & Wes

Mills, Anthony

Misterly, Tom

Ortega, Jacqueline

Pam Yee

Perry, Sarah

Rocca, Tom

Rose, Bruce

Scillian, Barbara

Sindelar-Trahin, Ann

Slovick, Wayne & Christine

Smith, Bryce

Smith, Jim

Smith, Sarah

Spring, Tammy

Squires, Barbara

Squires, Eric

Taylor, Terry

Terletzky, Donna & Dave

Urzaa, Susan

Vandehey, Jolee

Weaver, Pamela

Weld-Martin, Wayne & Ann

Winter, Kristen

Yake, Jeffrey & Diane

Yarnell, Ken & Barb

Zardinejad, Ghaz

Zeller, Florence & Claude

## **Founder's Circle (Greater than \$500 before library opening)**

Anonymous

Representative Jeff and Vicki

Barker

Dena Bindewald

Lisa Buellesbach

Jean and Jim Doane

Chris Girard

Amy and Keith Grant

Martin Granum

Lynda and Larry Hanson

Doug and Cheryl Hoy

Steve and Cathy Mahon

Barbara Mason

Ellen and Wes Mickanin

Tom Rocca

Bryce and Lori Smith

Eric Squires

Ann Sindelar-Trahin

Susan Urzaa

Claude and Florence Zeller

*Note: During the October 17, 2012 ACLA Board meeting, the board passed a resolution to allow Founder's Circle membership to include donations or activities related to donations up through December 31, 2012.*



# Aloha Community Library Association

## Profit & Loss

July 2011 - June 2012

	<u>Total</u>
<b><u>Income</u></b>	
4000 Donations (Cash)	20,997.80
40001 Donations - ABA Members	4,901.00
40002 Donations - Other Business	1,400.00
Total 4000 Donations (Cash)	<b>\$27,298.80</b>
4100 In-Kind Gifts	50.00
4104 In-Kind Professional Services	1,105.00
Total 4100 In-Kind Gifts	<b>\$1,155.00</b>
5300 Used Book Sales	2,834.19
5308 Event Sales	327.02
530801 Expense for Event Sales	-339.01
Total 5308 Event Sales	<b>-\$11.99</b>
Total 5300 Used Book Sales	<b>\$2,822.20</b>
Total Income	<b>\$31,276.00</b>
Gross Profit	<b>\$31,276.00</b>

### **Expenses**

6400 Volunteer Development	
6401 Volunteer Support	14.77
Total 6400 Volunteer Development	<b>\$14.77</b>
6600 Operating Costs - Other	
6605 Insurance	258.07
6606 Bank Charges	190.85
6607 Office/General Administrative Expenses	76.00
66071 Supplies	220.00
66072 Postage	37.00
Total 6607 Office/General Administrative Expenses	<b>\$333.00</b>
Total 6600 Operating Costs - Other	<b>\$781.92</b>
6700 Legal & Professional Fees	
6701 Accounting Fees	1,105.00
67011 Accounting Software Fees	119.96
Total 6701 Accounting Fees	<b>\$1,224.96</b>
6702 Filing Fees (Government)	900.00
Total 6700 Legal & Professional Fees	<b>\$2,124.96</b>
7913 Grant Programming	
79131 Grant Programming - Family Storytime	87.99
Total 7913 Grant Programming	<b>\$87.99</b>
8100 Technical Equipment & Software	
8101 Software - Library Operations	425.00
Total 8100 Technical Equipment & Software	<b>\$425.00</b>
8200 Furniture & Fixtures	475.00
9100 General Expense	363.79
9300 Development	1,000.00
9310 Sales Promotion	15.00
9315 Printing	975.92
Total 9300 Development	<b>\$1,990.92</b>

9400 Membership Recruitment	
9410 Newsletter	192.50
Total 9400 Membership Recruitment	<u>\$192.50</u>
Total Expenses	<u>\$6,456.85</u>
Net Operating Income	<u>\$24,819.15</u>
Net Income	<u>\$24,819.15</u>

**Aloha Community Library Association**  
**Balance Sheet**  
As of June 30, 2012

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating Account - Key Bank	20,378.95
1000 Operating Account Key Bank (deleted)	0.00
1001 Cash on Hand	0.00
Total Bank Accounts	<u>\$20,378.95</u>
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	<u>\$0.00</u>
Total Current Assets	<u>\$20,378.95</u>
Fixed Assets	
1602 Equipment & Software	2,540.20
1603 Capital Furniture & Fixtures	1,900.00
Total Fixed Assets	<u>\$4,440.20</u>
<b>TOTAL ASSETS</b>	<u><b>\$24,819.15</b></u>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	
Net Income	24,819.15
Total Equity	<u>\$24,819.15</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><b>\$24,819.15</b></u>