

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

# The Aloha Community Library Association 2016 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**

**Saturday October 8th, 2016  
9:00 a.m.**

Call to order  
Open Annual Meeting  
Recognition  
President's Report  
Directors Remarks and Introduction of Staff  
Treasurer's Report  
Election of Directors  
Audience Time  
Announcements  
Adjournment  
Walking Tour of New Space

The next monthly Board meeting will be held Wednesday, October, 19<sup>th</sup>, 2016 at 6:30 p.m. at the ACLA Annex, 17455 SW Farmington Rd, Suite 26A, Aloha, Oregon (just around the corner from the Library, in our renovated space, between US World Class Taekwondo and Peppermill Restaurant.)

Board meetings are typically the third Wednesday of each month, at 6:30 p.m. in the new library.

**Aloha Community Library Association**

**Board of Directors and Officers**

**2016**

Martin Granum  
President

Vacant  
(Thank you to Lori Emerick for serving as VP for many years)  
Vice President

Manisha A. Jain  
Treasurer

Jillian Pollock  
Secretary

Priscilla Kisling

Eric Squires

Ellen Mickanin

**Staff Roster**

Terri Palmer, Library Director

Jesse Castellanos, Librarian

Elizabeth Lipes, Circulation Supervisor

Alexander Edwards, Circulation Clerk

Maggie Hannahs, Circulation Clerk

Justin Castellanos, IT Specialist

**ALOHA COMMUNITY LIBRARY ASSOCIATION  
ANNUAL REPORT  
OCTOBER, 2016**

Greetings and Thank You members of the Aloha Community Library Association!  
At this 2016 Annual membership meeting I offer a few highlights from the past year, an update on our current BUILD MOVE THRIVE campaign, and a glimpse of what is to come. Here we go:

Highlights of the past year:

- Continue to provide and expand library services to the Aloha Community:
  - o Family Storytime
  - o Toddler Storytime
  - o Tech Tutor sessions: Get help with your basic questions about computers, e-readers, or other devices
  - o Read to the Dogs: Kids can practice their reading skills by reading to our therapy dog, Ziva!
  - o Book Club
  - o Author Showcase
  - o Art of the Story
  - o Summer Reading (as part of the WCCLS!)
  - o And much more!
- Passage of the WCCLS Levy, paving the way for our admission into the WCCLS. Special thanks to all those who voted "Yes for Libraries". Your vote matters!
- 4<sup>th</sup> Annual Holiday Booktique
- Agreement on our preferred design approach
- Retention of GBD Architects Incorporated (Kent Wu) for the design
- Securing access to sufficient funding (a combination of lease, loan, grants and donations) to confidently undertake the construction of our new space
- "Spring Cleaning" book/garage sale
- Became a WCCLS "contractor" on 1 July, 2016
- First-ever WCCLS summer reading program was one of several WCCLS services we began to offer
- Retention of InLine Commercial Construction, LLC for the build-out of our new space
- Staff Matching Capital Campaign
- Increased staffing, including for the first time the addition of permanent, full-time, benefitted employees
- Transition of banking services to Chase
- Refreshing all our insurance policies and coverage

Update on our current BUILD MOVE THRIVE campaign

- Construction is ongoing
- Detailed Transition Planning (complete, but also a living document)
- Completion expected the end of October
- Closure of the library in November
- Opening in our new space in December
- Gradual phasing in of WCCLS services over the next several months

Glimpse of what is to come in the next year

- Maturing into a full-service WCCLS library in the first several months of 2017
- Resumption of our Online Used Book sales efforts
- Staffing with around 10 paid staff
- Continued reliance on our FABULOUS, AMAZING, DEDICATED, AWESOME VOLUNTEERS who have got us to this point! Thank you all – you truly are the riches of our Aloha Community
- Focus on our need to raise funds. As a Community Library we are a 501 (c) 3 Nonprofit and we will always be reliant upon your donations to provide the facilities, staff and services your Aloha Community needs.

Respectfully submitted,  
Martin Granum  
Board President  
Aloha Community Library Association

## **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.

# Aloha Community Library Association

## PROFIT AND LOSS

July 2015 - June 2016

	JUL - SEP, 2015	OCT - DEC, 2015	JAN - MAR, 2016	APR - JUN, 2016	TOTAL
<b>INCOME</b>					
4000 Donations (Cash)	14,227.21	30,747.39	4,762.09	4,273.61	\$54,010.30
40002 Donations - Other Business		0.00		15.00	\$15.00
40004 Donations - Capital Campaign			200.00	156,675.52	\$156,875.52
<b>Total 4000 Donations (Cash)</b>	<b>14,227.21</b>	<b>30,747.39</b>	<b>4,962.09</b>	<b>160,964.13</b>	<b>\$210,900.82</b>
4100 In-Kind Gifts					\$0.00
4104 In-Kind Professional Services	1,500.00				\$1,500.00
<b>Total 4100 In-Kind Gifts</b>	<b>1,500.00</b>				<b>\$1,500.00</b>
4200 Development Events					\$0.00
4203 Misc Fund-Raisers	207.33	36.44	43.28		\$287.05
<b>Total 4200 Development Events</b>	<b>207.33</b>	<b>36.44</b>	<b>43.28</b>		<b>\$287.05</b>
4300 Grants					\$0.00
4301 Grants - Restricted			1,200.00		\$1,200.00
43012 WCCLS FY2013			5,000.00		\$5,000.00
<b>Total 4301 Grants - Restricted</b>			<b>6,200.00</b>		<b>\$6,200.00</b>
<b>Total 4300 Grants</b>			<b>6,200.00</b>		<b>\$6,200.00</b>
5200 Desk Receipts					\$0.00
5201 Overdue Fines	555.15	460.88	576.95	488.24	\$2,081.22
5204 Public Copier/Printer	375.72	323.03	420.95	324.25	\$1,443.95
5205 Items for resale to patrons	8.00			2.00	\$10.00
5207 Till Over/Under	43.66	75.45	46.23	47.86	\$213.20
<b>Total 5200 Desk Receipts</b>	<b>982.53</b>	<b>859.36</b>	<b>1,044.13</b>	<b>862.35</b>	<b>\$3,748.37</b>
5300 Used Book Sales					\$0.00
5301 Used Books - In-person sales	3,886.01	95.00	128.45	50.00	\$4,159.46
5303 Used Books - Online Sales	3,254.80	4,047.04	4,548.10	3,813.01	\$15,662.95
5304 Used Books - Online Sales Expenses					\$0.00
53042 Online Sales - Postage Expense	-712.72	-50.55	-47.85	-47.85	\$ -858.97
53043 Online Sales - Subscription	-47.85				\$ -47.85
53044 Online Sales - Mailing Materials & Supplies	-139.88	-58.38	-133.03		\$ -331.29
<b>Total 5304 Used Books - Online Sales Expenses</b>	<b>-900.45</b>	<b>-108.93</b>	<b>-180.88</b>	<b>-47.85</b>	<b>\$ -1,238.11</b>
5305 Used Book Sales - Facility Expenses					\$0.00
53052 Used Book Sales - Lease	-1,200.00				\$ -1,200.00
53053 Used Book Sales - Utilities	-138.74				\$ -138.74
<b>Total 5305 Used Book Sales - Facility Expenses</b>	<b>-1,338.74</b>				<b>\$ -1,338.74</b>
<b>Total 5300 Used Book Sales</b>	<b>4,901.62</b>	<b>4,033.11</b>	<b>4,495.67</b>	<b>3,815.16</b>	<b>\$17,245.56</b>
5400 Other Sales					\$0.00
5401 Other Sales - Income		3,428.26	5,428.28	2,157.00	\$11,013.54
<b>Total 5400 Other Sales</b>		<b>3,428.26</b>	<b>5,428.28</b>	<b>2,157.00</b>	<b>\$11,013.54</b>
<b>Total Income</b>	<b>\$21,818.69</b>	<b>\$39,104.56</b>	<b>\$22,173.45</b>	<b>\$167,798.64</b>	<b>\$250,895.34</b>
<b>GROSS PROFIT</b>	<b>\$21,818.69</b>	<b>\$39,104.56</b>	<b>\$22,173.45</b>	<b>\$167,798.64</b>	<b>\$250,895.34</b>

	JUL - SEP, 2015	OCT - DEC, 2015	JAN - MAR, 2016	APR - JUN, 2016	TOTAL
<b>EXPENSES</b>					
6100 Payroll Expenses					\$0.00
6101 Salaries	11,619.48	11,597.04	11,817.89	11,890.09	\$46,924.50
6102 Payroll Taxes	4,300.88	4,275.37	4,365.85	3,009.47	\$15,951.57
6103 Workers Comp Insurance	237.88	127.45			\$365.33
6104 Payroll Processing Fees	273.00	273.00	465.75	1,579.69	\$2,591.44
6105 Background - Credit Check Costs	67.85	47.85	153.63	34.14	\$303.47
Total 6100 Payroll Expenses	<b>16,499.09</b>	<b>16,320.71</b>	<b>16,803.12</b>	<b>16,513.39</b>	<b>\$66,136.31</b>
6200 Marketing Expenses					\$0.00
6201 Marketing - Flyers, banners, posters		3.50			\$3.50
6205 Marketing - Miscellaneous			25.82		\$25.82
Total 6200 Marketing Expenses		<b>3.50</b>	<b>25.82</b>		<b>\$29.32</b>
6300 Staff Development		2.40			\$2.40
6400 Volunteer Development					\$0.00
6401 Volunteer Support					\$0.00
64014 Vol Suppt - Cards & Postage		400.00			\$400.00
Total 6401 Volunteer Support		<b>400.00</b>			<b>\$400.00</b>
Total 6400 Volunteer Development		<b>400.00</b>			<b>\$400.00</b>
6500 Occupancy					\$0.00
6501 Building Lease	2,445.00	2,610.00	2,445.00	2,775.00	\$10,275.00
65011 CAM Exp - Main	1,312.50	1,312.50	1,312.50	1,312.50	\$5,250.00
65012 Lease Exp - Main		165.00	495.00	165.00	\$825.00
65014 Lease Exp - Annex	2,400.00	3,600.00	3,600.00	3,600.00	\$13,200.00
Total 6501 Building Lease	<b>6,157.50</b>	<b>7,687.50</b>	<b>7,852.50</b>	<b>7,852.50</b>	<b>\$29,550.00</b>
6502 Utilities	1,024.48	118.08	88.56	88.56	\$1,319.68
65021 Electricity - Main	490.47	578.80	508.95	586.07	\$2,164.29
65022 Electricity - Annex	472.39	458.49	479.21	376.89	\$1,786.98
Total 6502 Utilities	<b>1,987.34</b>	<b>1,155.37</b>	<b>1,076.72</b>	<b>1,051.52</b>	<b>\$5,270.95</b>
6503 Telephone & Internet	225.51				\$225.51
65031 Telephone & Internet - Main	234.64	367.97	370.02	370.80	\$1,343.43
Total 6503 Telephone & Internet	<b>460.15</b>	<b>367.97</b>	<b>370.02</b>	<b>370.80</b>	<b>\$1,568.94</b>
6504 Building Maintenance	204.00				\$204.00
6508 Natural Gas					\$0.00
65081 Natural Gas - Main	30.76	98.38	339.16	169.70	\$638.00
65082 Natural Gas - Annex	30.76	30.76	865.36	112.75	\$1,039.63
Total 6508 Natural Gas	<b>61.52</b>	<b>129.14</b>	<b>1,204.52</b>	<b>282.45</b>	<b>\$1,677.63</b>
Total 6500 Occupancy	<b>8,870.51</b>	<b>9,339.98</b>	<b>10,503.76</b>	<b>9,557.27</b>	<b>\$38,271.52</b>
6600 Operating Costs - Other					\$0.00
6605 Insurance	264.08	264.24	264.24	264.24	\$1,056.80
6606 Bank Charges	69.96	122.50	30.00	30.00	\$252.46
66061 Paypal fees	4.23	11.57	87.36	127.02	\$230.18
66062 Merchant Fees	156.31	86.51			\$242.82
Total 6606 Bank Charges	<b>230.50</b>	<b>220.58</b>	<b>117.36</b>	<b>157.02</b>	<b>\$725.46</b>
6607 Office/General Administrative Expenses					\$0.00
66071 Supplies	107.82	210.16	72.44	11.21	\$401.63
66072 Postage		400.00	1,086.00	400.00	\$1,886.00
Total 6607 Office/General Administrative Expenses	<b>107.82</b>	<b>610.16</b>	<b>1,158.44</b>	<b>411.21</b>	<b>\$2,287.63</b>



	JUL - SEP, 2015	OCT - DEC, 2015	JAN - MAR, 2016	APR - JUN, 2016	TOTAL
Total 6600 Operating Costs - Other	602.40	1,094.98	1,540.04	832.47	\$4,069.89
6700 Legal & Professional Fees					\$0.00
6701 Accounting Fees	1,500.00				\$1,500.00
67011 Accounting Software Fees	119.85	119.85	119.85	119.85	\$479.40
6702 Filing Fees (Government)	50.00	51.00			\$101.00
Total 6700 Legal & Professional Fees	1,669.85	170.85	119.85	119.85	\$2,080.40
6999 Reconciliation Discrepancies		24.80			\$24.80
7100 Collection					\$0.00
7101 Collection - Grant-Funded					\$0.00
71017 Reg Art & Culture Grant 2014	31.98				\$31.98
71018 WCCLS FY2015	559.20				\$559.20
71019 WCCLS FY2016	573.85	760.87	235.30		\$1,570.02
Total 7101 Collection - Grant-Funded	1,165.03	760.87	235.30		\$2,161.20
7102 Collection - Other	491.18	314.00	934.33	1,343.74	\$3,083.25
Total 7100 Collection	1,656.21	1,074.87	1,169.63	1,343.74	\$5,244.45
7800 Library Supplies & Services					\$0.00
7860 Library Supplies	442.65		132.70		\$575.35
Total 7800 Library Supplies & Services	442.65		132.70		\$575.35
7900 Programming					\$0.00
7901 Grant Programming Expenses					\$0.00
79013 WCCLS	528.87				\$528.87
79018 CCWC Grant				956.67	\$956.67
Total 7901 Grant Programming Expenses	528.87			956.67	\$1,485.54
7902 Other Programming					\$0.00
79022 Youth Programming			4.43	9.60	\$14.03
Total 7902 Other Programming			4.43	9.60	\$14.03
Total 7900 Programming	528.87		4.43	966.27	\$1,499.57
8100 Technical Equipment & Software				573.66	\$573.66
8102 Software Subscriptions - Library Operations	55.00	95.85	367.14		\$517.99
8110 Copier - Lease	335.00	251.25	505.25	276.39	\$1,367.89
8111 Copier - Usage	306.04				\$306.04
8121 Technical Equipment Repairs	22.53				\$22.53
Total 8100 Technical Equipment & Software	718.57	347.10	872.39	850.05	\$2,788.11
9300 Development					\$0.00
9301 Donor Development	124.76	55.86			\$180.62
9305 Donor Acknowledgement	282.22				\$282.22
Total 9300 Development	406.98	55.86			\$462.84
9800 Board Expense					\$0.00
9801 Miscellaneous Board Expense	400.00	125.00			\$525.00
9805 D&O Insurance	1,246.00				\$1,246.00
Total 9800 Board Expense	1,646.00	125.00			\$1,771.00
Unapplied Cash Bill Payment Expense		0.00	0.00	0.00	\$0.00
Uncategorized Expense	35.46				\$35.46
<b>Total Expenses</b>	<b>\$33,076.59</b>	<b>\$28,960.05</b>	<b>\$31,171.74</b>	<b>\$30,183.04</b>	<b>\$123,391.42</b>

	JUL - SEP, 2015	OCT - DEC, 2015	JAN - MAR, 2016	APR - JUN, 2016	TOTAL
NET OPERATING INCOME	\$ -11,257.90	\$10,144.51	\$ -8,998.29	\$137,615.60	\$127,503.92
NET INCOME	\$ -11,257.90	\$10,144.51	\$ -8,998.29	\$137,615.60	\$127,503.92

# Aloha Community Library Association

## BALANCE SHEET

As of June 30, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating Account - Key Bank	12,968.56
1001 Cash on Hand	275.42
1002 Volunteer & Library Operations	923.88
1003 On-Line Sales Account	3,852.30
1004 New Facility Account	155,468.40
1019 Petty Cash	0.00
Bill.com Money In Clearing	0.00
Bill.com Money Out Clearing	0.00
<b>Total Bank Accounts</b>	<b>\$173,488.56</b>
Accounts Receivable	
1150 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other current assets	
Undeposited Funds	0.00
<b>Total Other current assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$173,488.56</b>
Fixed Assets	
1602 Equipment & Software	5,586.20
1603 Capital Furniture & Fixtures	5,956.00
1650 Construction in Progress	
16501 CIP - Library Expansion	16,177.40
<b>Total 1650 Construction in Progress</b>	<b>16,177.40</b>
1700 Accumulated Depreciation	-6,627.00
<b>Total Fixed Assets</b>	<b>\$21,092.60</b>
<b>TOTAL ASSETS</b>	<b>\$194,581.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	67,077.24
Net Income	127,503.92
<b>Total Equity</b>	<b>\$194,581.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$194,581.16</b>



Power to the future RFID gates



Installing the additional sound barrier and power along North wall



Future new ADA restroom



Future new staff area





Jesse Castellanos, Librarian depositing first WCCLS check



Elizabeth Lipes, Circulation Supervisor preparing the collection