Cedar Mill Community Library Association Annual Report

Thirty-Fifth Annual Meeting
October 19, 2010
Call to order        President John Gruher
Approval of minutes  2009 Annual Meeting
President’s Report    John Gruher
Treasurer’s Report    Gary Nees
Executive Director’s Report Peter Leonard
Audience Time

Reports of Standing Committees

Community Relations
Development
Marketing and Events
Personnel
Second Edition
Nominations

Election of Directors
Announcements
Recognition
Adjournment

The next monthly Board meeting will be held Tuesday November 16, 2010 at 7:00 p.m. in the Library Meeting Room.
Cedar Mill Community Library Association

Board of Directors

2009-2010

John Gruher
President

Michele Greenwood
Vice President

Gary Nees
Treasurer

Steve Pearson
Secretary

Lisa Ard

Emily Carlson

Ed Carroll

Judy Goodman

Conrad Hutterli

Jim Mitchell

Paul Sander
Cedar Mill Community Library Association
Staff Roster July 2010

ADMINISTRATION

Peter Leonard Executive Director
Kevin Kelley Volunteer Manager
Kevin Kaneta Computer Specialist
Kurt Kellogg Building Maintenance
Gwyn Rucker Business Manager
Dawn Anderson Assistant to Director
Harold Walkup Office Assistant
Steve Anderson Building Maintenance

ADULT SERVICES

Lynne Erlandson Department Head
Karen Travillion Librarian
Laura Torgerson Ref Assistant
Becky Rose Librarian
Judy Chen Librarian
Alison Dale Moore Librarian
Laura Baca Librarian
Liz Gray Paulus Librarian
Michele Hjorting Interlibrary Loan Asst.
Jeannine Stickle Library Assistant
Jill Andrews Library Clerk

CIRCULATION

Diana Palmer Department Head
Shawn Gould Volunteer Supervisor
Susan Dean Library Assistant
Lisa McCullough Library Assistant
Jean Hill Library Assistant
Kathy Lewis Library Assistant
Patty Hermann Library Assistant
Rocio Espinoza Library Assistant
Thuy Crogan Library Assistant
Laura Wendel Library Assistant
Annie Cannon Library Assistant
Karen Seong Library Assistant
Jennifer Imai Library Assistant
Sarah Vanderpoel Library Assistant
Eric Danko Library Assistant
Linda Wethern Library Assistant
Stephen Hughes Library Assistant
Cindy Hansberry Library Assistant

TECHNICAL SERVICES

Rita Rivera Department Head
Erin Middleton Cataloger
Amy Mihelich Cataloger
Pam Ells Library Assistant
Nancy Freeman Acquisitions Specialist
Renata Milowski Library Assistant – Acq
Lisa Dunning Library Assistant
Karen Seong Assistant Periodicals

YOUTH SERVICES

Teresa Salatino Librarian
Marta Wolczynska Librarian
Becky Reichard Librarian
Denise Fuller Librarian
Julie Dean Librarian
Beverly Loveland Librarian
Rebecca Martin Librarian
Alyson Juhnke Librarian
Jody Westerman Librarian/Outreach
Mark Richardson Young Adult Librarian
Tina Wong Librarian
Sharon Mock Storyteller
Heather Fuller Library Assistant
Phoebe Wayne Library Assistant

BETHANY

Roxanne Wilcox Branch Librarian
Marianne Coalson Librarian
Susan Reid Library Assistant
Dusty Martin Library Assistant
Kelly Anderson Library Assistant
Maura Sullivan Library Assistant
Elizabeth Telle Library Assistant
Jeanie Miller Library Assistant
Leanna Copenhaver Library Assistant
Shannon Caster Library Assistant
Margot Petrowski Library Assistant
Alex Andrade Library Assistant

SECOND EDITION

Nancy Paysinger Shop Manager
Jennifer Bohanek Shop Assistant
Susan Still Shop Assistant
Emily Wells Shop Assistant
Cedar Mill Community Library Association
Minutes of the Annual Meeting
Tuesday, October 20, 2009

Board Members Present: Lisa Ard, David Dennison, Judy Goodman, Michele Greenwood, John Gruher, Conrad Hutterli, Gary Nees, Steve Pearson, Paul Sander

Board Members Absent: Art Partridge, Dan Woods

Staff Present: Peter Leonard (Executive Director), and other library staff members

Also Present: Several CMCLA members and invited guests, including Roy Kim, Ed Carroll, Jim Mitchell, Harry Bodine, and others

Call to Order: President John Gruher called the Annual Meeting to order at 7:00 pm, and welcomed the audience.

Approval of Minutes: A motion was made and seconded to approve the minutes of the July 15, 2008 annual meeting as distributed, and said minutes were approved by unanimous voice vote.

Special Meeting to Amend Association By-Laws
John Gruher called a Special Meeting to order shortly after 7:00 pm. The Board recently adopted a modification to the Association By-Laws changing the required time and context for the election of Board officers following the election of Directors. Previously, Article IV Section 3 of the Association By-Laws required the Board officers to be elected by the Board at a Special Meeting held within one week of the Board election. The Board approved a change to the By-Laws to move the election of officers to the next regular Board meeting instead of a special meeting within one week; this occurred at the September Board meeting. For purposes of the current Special Meeting and By-Laws change ratification, a further amendment was presented to the membership in writing, in which the wording was modified slightly to include the words “no later than” in place of “at” (with respect to “the next regular Board meeting”). The proposed amendment changes the prefix of Article IV Section 3 to read: “The Board of Directors annually, no later than the next regular Board meeting following the election of Directors, shall elect a President, Vice President, Secretary and Treasurer, ....” This change was placed before the membership for ratification in this Special Meeting, pursuant to Article XIII Section 2 of the Association By-Laws. The membership present passed a motion to ratify the aforementioned By-Laws change, by unanimous voice vote. The Special Meeting was then adjourned and the Annual Meeting resumed.

President’s Report: President John Gruher addressed the meeting. He began by introducing the current Board members present. John then gave a brief report on the status of the Association and its libraries. In summary, this has been a good year with increases in many measures of service delivered. The Cedar Mill library has received a permit to build a new, larger storage unit next to the library building, to expand storage for Second Edition. Association financials are dependent on the library levy. The current levy expires in 2011, and we expect that in November 2010 the County will put forward a 5 year levy renewal at the same rate.

John then introduced Harry Bodine, representing People for Libraries (PFL), a grass-roots political action committee that campaigns for passage of library levies in Washington County. Harry reported that PFL heading into the 2010 levy campaign is ahead of where it has been at this point in past cycles. More communities are on board. Fund raising is the main activity at this time, leveraging the Oregon state income tax credit for political contributions. Harry offered contribution forms to those present. John noted that there has never been any formal opposition to the library levy, but in the past it had trouble with the double majority requirement.
**Treasurer’s Report:** Treasurer Gary Nees noted that since this is October the Association’s audited financials are available, which is different from where we were when the Annual Meeting was held in July. These are available in hard copy to check out, and will also appear on the web site. Gary then presented a summary in three slides. The bottom line is that we’re net plus approximately $50,000 for the year, including after our remodeling and Bethany branch expansion and a net investment loss.

An audience member asked about an item on other income and does that include books and media for sale? The answer was “Yes.”

**Executive Director’s Report:** Peter Leonard’s 2008-2009 Executive Director’s Report is included in the Association’s annual report packet. Peter encouraged audience members to read this, and mentioned that it will be posted on the web site also. Peter briefly discussed how the Association is a community and volunteer led organization that is celebrating its 35th anniversary. We began the year with concerns about the very limited space at the Bethany branch. During the year the Association was able to jump on an opportunity to get into larger space across the street from the original location. This expansion was very economical thanks to our terrific volunteers who helped with space preparation such as painting and with the physical relocation. Peter then announced that at the end of the meeting we will have the premiere showing of a promotional video for the library (made in conjunction with Tualatin Valley TV), as well as celebratory 35th anniversary cake.

**Audience Time:** John Gruher opened the floor for audience questions and comments. There were none.

**Reports of Standing Committees:** Note that various written committee reports are included in the Annual Meeting packet.

Second Edition: Paul Sander, Board liaison to Second Edition, directed the audience to pg. 14 of the Annual Report for some facts on Second Edition. He noted that 100% of the net revenue goes to the Association. This revenue is not tied to current operational spending and allows the Board to plan for the future and take advantage of opportunities that come up. Paul called attention to the growth trends in both sales and volunteer hours. Second Edition has 94 volunteers plus Nancy Paysinger (staff; shop manager). Volunteers do all kinds of retail work – pricing, research, marketing, etc., and contribute around 15,000 volunteer hours. Paul also reported that concrete was poured today for the new storage shed. Nancy Paysinger mentioned that Kevin Kelley is the contact for volunteers.

An audience member asked if we’ll own the shed but not the land under it. The answer was “Yes, that’s correct.”

**Election of Directors:** Three Director positions are coming open at this time. Conrad Hutterli (Nominations Committee Chair) recognized the service of retiring Board members David Dennison, Dan Woods, and Art Partridge. The Board offered a slate of Director nominees including Ed Carroll, Jim Mitchell, and Emily Carlson. The floor was opened for further nominations, but none was offered. A motion was made to elect the three mentioned nominees; said motion was approved by a unanimous voice vote. This was followed by brief introductions of the new Board members present (Ed and Jim).

**Announcements:** None.

**Recognition:** The Board again thanked the retiring Board members for their service. The Board then thanked Roy Kim of Central Bethany Development for his support which includes very affordable Bethany occupancy. In recognition for his support, Roy Kim was named an Honorary Life Member of the Association.
Adjournment: After thanking the audience for their attendance, John Gruher declared a recess for the showing of the library video and serving of 35th anniversary cake. The meeting was formally adjourned at 7:43 pm.

Respectfully submitted,

Steve Pearson, Secretary

Next Annual Meeting: Tuesday, October 19, 2010 at 7:00 PM
Lewis and Clark Meeting Rooms

CEDAR MILL COMMUNITY LIBRARY ASSOCIATION
EXECUTIVE DIRECTOR’S ANNUAL REPORT
2009-2010

The expanded Bethany branch opened in June 2009 and contributed to large increases in cardholders, circulation, library visits, children’s program attendance and Internet use. Growth at the main library was tempered by Saltzman Road construction.

CIRCULATION
Demand for services at our libraries continued to grow this year. Combined circulation was 2,192,702 up 11.3% over the previous year. To keep up with this growing demand, the library has been taking steps to increase self-service and efficiency. Reconfiguring the main circulation area increased self checkouts from 42% last year to 56% this year. As county library funding levels off, improving efficiency becomes even more important.

New features in the main library circulation area include:
- Self pick-up of holds
- More prominent self check stations
- Disc Xpress securely dispenses DVDs after proper checkout
- Book drops feature pre-sort and are now open 24 hours per day
- More space for holds check-in

Circulation and holds growth are affecting all libraries in the county. More and more users are browsing online and placing books on hold. More than 30% of 1st time checkouts arrive at the borrowers’ library via the WCCLS Courier van. With more than 10 million countywide loans in a year, the sheer volume of this service threatens to overwhelm available resources. WCCLS engaged Galecia Consultants to recommend ways of handling this growth. Some steps to expedite holds processing such as e-mail notification were put into place. Other steps such as larger courier vehicles, redesigned routes and new sorting systems are being implemented. Longer term solutions such as automated sorting systems and centralized check-in will be implemented county-wide if funding becomes available.

CEDAR MILL COMMUNITY LIBRARY @ BETHANY
After moving into the new space at the beginning of this fiscal year, use skyrocketed. Circulation and children’s program attendance increased by 35% and Internet use increased by 75%. Two additional story time programs were added and some additional shelving was added to accommodate the growing collection and an expanded book sale.

An even more phenomenal increase of 138% was seen in the number of volunteer hours in the branch. It is gratifying to see how the Bethany community is supporting their library. The library board continued to explore options for expanding space in Bethany and realized that a key step in moving to a larger space is to continue developing a broad level of community support. A Friends of Bethany Library was organized to help build that support.

Bethany began offering computer classes and introduced a non-holdable browsing collection.
EARLY CHILDHOOD LITERACY
Youth services librarians continued their efforts to provide parents and caregivers with the skills and motivation to encourage children to read. Early literacy tips for parents to use at home were integrated into story times. Fourteen workshops were held for parents and care providers.

BookShare began serving Woodside Preschool, an early intervention preschool for children with special learning needs. In recognition of these efforts, the Northwest Regional Education Services District honored the library and volunteers Margaret Ransom and Sharon Mock at a public ceremony.

BookShare ran an Art project where children made collages and paintings based on some favorite children’s books. The children and their parents were invited to a special “Art Opening” in the library held on a Saturday morning.

The Juan Young Trust awarded the library a $5,000 grant for its Growing New Readers program. This will be used to build our collection of materials for new readers, including some hard to find books for emergent readers.

CHILDREN’S PROGRAMS
The library developed some creative ways of serving area children participating in Oregon Battle of the Books. In addition to offering multiple copies of the books for lending, Nancy Spaulding and her staff developed a series of flash cards and worked with some of our local schools to help kids prepare for the contest.

The 2010 Summer Reading program participation grew by 22% to 5,734 children. There were 1,061 more participants than last year. Attendance at many of the Bethany programs surpassed the main library attendance.

A new family story time was introduced on Wednesday evenings. Past attempts at evening story times never attracted crowds but these sessions have several dozen people in attendance each week. Unlike other story times oriented to specific ages like 1 or 2 year olds, these programs are for multiple ages.

The libraries’ regular schedule of story times and special programs throughout the year continued to attract large groups. Throughout the year, 105 pre-school groups and 3 school age groups visited the library. The main library presented 118 Twos Together, 66 Lap Times 95 Baby Times, 33, Family Story times and 60 Preschool Story times. Read to the Dogs was offered 51 times and 9 special programs for school age kids were offered.

At Bethany, 58 Toddler Times, 60 Preschool Story Times, and 49 Read to the Dogs were offered. The branch also hosted 3 visits by school groups and preschool and a variety of special programs through the year.

TEENS
A Teen Library Council started in October and held monthly meetings. The Bethany meetings were held at Godfathers Pizza which proved to be a popular venue. The council discussed books, programming and prepared a promotional video for Summer Reading that was put on our website.
Through the year a total of 16 teen programs were held in the library and 8 were held outside the library.

WCCLS hosted a Teen Summer Reading Art Contest which was won by Bethany teen, Jennifer Zhou. Her winning sketch was turned into the poster and book mark advertising the Summer Reading program.

OUTREACH
Outreach takes books for all ages and library information beyond the library walls. Highlights this year include:

**BookShare Volunteers made 638 visits and served more than 25,000 children** in day care sites and schools last year.

Trainings were held offsite for 3 groups of child care providers.

Reading discussion groups and book deliveries were made to Regency Park Retirement Center. The library is beginning a book discussion group for residents of Laurel Parc in Bethany.

The library participated in 5 summer community concerts and 8 back to school nights at Bethany and Cedar Mill area schools.

TECHNICAL SERVICES
**30,951 items were added** to the collection this year. The total of added items includes **11,147 donated items** which were worth more than $172,000.

The library collection, (not counting periodical issues or 20,516 Library 2Go titles) grew by a net total of 1,382 items to reach 245,798 by the end of June. Bethany’s collection grew from 30,163 to 42,048 items.

Net additions are significantly less than total new items because of large scale weeding undertaken at the main library.

ADULT SERVICES
Several new services and collections were introduced this year. **Blu Ray, MP 3 and Video Game** collections were started.
Ebooks were added to the Library 2Go collection of audiobooks and videos. By year end more than **7,000 eBooks were available**.
The library received a grant to purchase a variety of E-readers like the Nook, Sony Reader, and iPad for demonstration. After staff gains experience, programs will be held for the public.

The library participated in a national pilot project of answering reference questions via texting.

A drop-in **Computer Lab** was started at Cedar Mill (and during summer at Bethany) This has been a good way for people to get extra help with projects ranging from filling out job applications to sending photos via e-mail.
The 3rd Annual Winter Reading & Arts Festival featured a variety of programs ranging from a Handbell choir to Arabic calligraphy and Chinese knot tying and Tangrams. Attendance has been diminishing for these programs over the last few years.

Regular adult groups continue to run smoothly. The Film Club, Book Club, Writing Group and Poetry Group are all run by volunteers. A scrapbook club started and has a small attendance.

The library is partnering with Leedy Grange to provide materials for a series of sustainability reading and discussion programs.

Karen Travilillon was selected for a Western states fellowship by the Transforming Life after 50 program that seeks to improve library services to baby boomers.

The Library/Sunset High Oral History project continued with more interviews about family stories. The podcasts are available on the library website and have been accessed more than 500 times last year.

The library is experiencing a major change in how people use library resources. The traditional reference model of people going to the library to consult large reference volumes is being replaced with people searching online from home. With more reference sources now available online, the library is weeding many reference books and other lesser used books.

AUTOMATION
The second and final year of the Gates Foundation grant for updating public computers was completed. Over the past 2 years we were able to replace 38 computers. Prior to this grant, the average age of computers in the library was 6 years old. Now that computers are updated, we plan to upgrade to Windows 7 and Office 2010 in the coming year.

WCCLS installed an authenticated wireless network in all member libraries. This provides an extra level of security for all users. Library cards are required to sign on, but there are no time limits on use.

Polaris had a major upgrade to version 3.5. Libraries were offline for almost 2 days.

IBM provided a new server for our library. This was secured through the efforts of volunteer Steve Pearson.

A new back-up system was put into place.

A new URL was created for the library as we prepare to move away from the State Library’s hosting of our Plinkit website. The new URL is http://library.cedarmill.org/

STAFF AND VOLUNTEERS
Volunteers gave 52,789 hours of service this year which works out to more than 26 full-time employees!

A library In-service training day was held on November 11.
A touch screen volunteer time recording system was set up in Bethany Cedar Mill welcomed the following staff:
Circulation: Laura Wendel, Thuy Crogan
Bethany: Jonas Lamb, Elizabeth Telle, Becca Blumberg, Margot Petrowski
Youth Services: Shirley Sullivan

The library bid farewell to the following staff:
Sarah Whitcher, Carly Cohen, Maggie Novario, Kat Thakur

OTHER NOTES
The Saltzman Road reconstruction ran through the entire year and should be finished by December 2010. The contractor did a decent job managing traffic but many people changed their travel routes to avoid Saltzman and Cornell.

The Storage shed next to Second Edition was completed after months of permitting delays. It has been extremely useful for storing large donations and out of season merchandise.

5th annual plant sale was held in the library parking lot in early May.

More bike parking was added to the main library.

A “Novel Fashion Show & Tea” was hosted by Second Edition. The show sold out quickly and plans were made to move it offsite next year.

TVCTV produced a promotional video for the library. It aired on public access and it was put on our website.

The library’s long range plan was revised. Some of the highlights include more self-service options, reducing the size of print reference collections by 80%, and more rigorous weeding of items based on use and age. Tapes and CD-ROMs will be phased out and more eBooks will be added. The libraries’ physical space as well as its virtual space on the web needs to be improved and expanded.

LOOKING FORWARD
In addition to our continuing goal of encouraging reading and learning in our community, 2010-11 projects include: introducing eReaders to our community, improving our public spaces, developing new ways of serving baby boomers, and extending early literacy efforts through our website. The newly formed Friends of Bethany plans to take on special projects and work towards library expansion.

The library levy renewal will be voted on in November 2010. The levy provides about 1/3 of Cedar Mill’s operating funding so passage is essential to maintain existing services. The levy will run for 5 years at the current rate. Cedar Mill expects to receive a 2% annual increase in funding from the county over the period of the levy. This is a much different scenario than the 2006 levy which saw Cedar Mill’s funding increase by 112% over 4 years. We will be challenged to keep up with increases in library use and population.
DEVELOPMENT COMMITTEE REPORT
2009-2010

The Development Committee met regularly and continued to focus on library expansion. A Friends of Bethany was set up to begin mobilizing the community to work towards a larger library.

A promotional video for the library was produced and aired on TVCTV. It was also added to the library website.

Unrestricted donations from individuals hit $115,878 - up more than $10,000 over last year.

An additional $20,195 in restricted donations, grants and memorials were received. Grants included:
- $ 2,500 IBM Server upgrade through efforts of Steve Pearson
- $ 3,400 Brenner Foundation for Summer Reading Reward Books
- $ 1,293 Anonymous Family Foundation for eReaders and eBooks.
- $ 2,414 Schools Library Corporation for Phone Services
- $ 5,000 Juan Young Trust -- Growing New Readers

The board held its 10th Annual “Sweets and Songs among the Stacks” in February. More than 110 donors attended the event, which included desserts, and musical entertainment by the 12th Avenue Hot Club.

A complete analysis of the year’s activity is in the appendix.

COMMUNITY RELATIONS COMMITTEE REPORT
2009-2010

Library volunteers distributed library information at 5 different Bethany and Cedar Mill Concerts.

A coffee with the director was held at the library in April.

The library participated in 8 Back to School Nights in Bethany and Cedar Mill.

The Bethany Library sponsored a sign at the Westview soccer games.

PERSONNEL COMMITTEE REPORT
2009-2010

The committee is comprised of Mary Richardson, Michele Greenwood, and Gweyn Rucker.

The group met several times to review some personnel issues.
SECOND EDITION REPORT
2009-2010

The shop had another great year. Sales increased by about $2,000 to $263,660.

After many permitting delays the storage shed was completed. Volunteer Ron Walters set up shelving to maximize storage space. The additional space provides storage for off-season items and large donations awaiting processing.

The shop interior arrangement was tweaked to bring shoes closer to the register and provide better lines of sight.

A Fashion Show and tea benefitting the library was a great success in September.

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<th>Year</th>
<th>Gross Sales</th>
<th>Volunteer Hours</th>
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</tr>
<tr>
<td>2010</td>
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Second Edition Resale continues to be the main source of private support for the library. Volunteers and staff in the shop make it all possible.

MARKETING/ EVENTS COMMITTEE
2009-2010

The 5th annual Plant Sale held in May raised $3,572, up from $3,117 in the prior year. Once again volunteers Cori Bacher and Lisa Sleasman coordinated this year’s event. Cori organized plant work parties to tend plants stored at her home. Cori also collected pots at the library on 6 different days for re-potting use at work parties and solicited many plant donations through the year. In addition to these perennials, the sale featured annuals from New Leaf Greenhouse and vegetables from Pumpkin Ridge.

NOMINATIONS COMMITTEE REPORT
2009-2010

Terms that expire in October 2010 are John Gruher, Gary Nees, Paul Sander and Michele Greenwood. Nominees for those positions are Michele Greenwood, Paul Sander, Kathy Phillips-Israel and Christine Voigt.
Cedar Mill Community Library Association
Statistical Summary for Year Ending June 30, 2010

734,176  Visits made to the library - up 5.4%
2,192,702 Items borrowed - up 11.3%
26,497   Library card holder - up 7.5%
48,143   Reference questions answered - down .1%
1,603    Programs for children presented - up 19.2%
58,618   Attended those programs - up 19.6%
276      Programs for adults offered - up 26%
3,645    Attended those programs - up 12%
305      Uses of the community room recorded - 0%
4,225    Residents attended those meetings - up 9.4%
202,660  Books and Periodicals - up 4.1%
32,763   Audio materials - up 18.9%
23,542   Video materials - up 6.1%
7,505    E-books - up 4710 %

50.3    Full time equivalent staff were assisted by
26.4    Full time equivalent volunteers to deliver this wonderful service.
Appendix

Statistics
Development Detail
Budget 2010/2011