

**COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday February 19, 2025**

**5:15pm**

**meeting will be in the library with an online option  
(See library event calendar for meeting link)**

**Introductions**

- 1. Public Comments**
- 2. Minutes and Circulation Reports**
- 3. Treasurer's Reports**
- 4. Correspondence**
- 5. Librarian's Report**
- 6. Friends of the Library Report**
- 7. Foundation Report**
- 8. Old Business**
  - a. **Bylaw change – will be on March agenda**
  - b. [Handbook for Public Library Board Members](#) - discussion
  - c. **Strategic Plan**
- 9. New Business**
  - a. **County district update**
  - b. **Vice-Chair**
- 10. Announcements**

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
January 15, 2025

**Call to Order** – Chair Janice Langlinais called the meeting to order at 5:15 p.m.

**Board Members Present:** Janice Langlinais, Julie Stephens, Peggy Christensen, Gina Sutherland, Nichole Rutherford, Jacob Niebergall

**Others In Attendance:** Sami Pierson, Jenny Brownfield, Crystal Barr, Curt Benward

Janice Langlinais made a statement from the Chair regarding library usage.

**Public Comment** – None

Janice announced that Ida Jo Gates has resigned from the Library Board. Jacob Niebergall will replace Nichole Rutherford as the City Council representative to the Library Board.

**Minutes and Circulation** – The minutes from the December 2024 meeting were reviewed. Gina moved to approve the minutes. Nichole seconded the motion. The motion was unanimously approved.

The circulation report was reviewed.

**Treasurer's Report** – The financials from December 2024 were reviewed. The Memorial Report was reviewed. Gina moved to approve the financial reports. Nicole seconded the motion. The motion was unanimously approved.

**Correspondence** – None

**Librarians Report** – The December 2024 report was reviewed. Gina extended a special thank you to all of the Community Fridge Volunteers.

**Friends of the Library Report** – The bookstore made \$461.00 in December. The next book sale will be February 1<sup>st</sup> & 2<sup>nd</sup>. There will be a pop-up sale in the bookstore featuring children's books, dvds and puzzles.

**Library Foundation Report** – The Spelling Bee Committee is working on publicity and has teams interested. The Bee will be held on Saturday, 3/8/25 at Black Market Gourmet. Registration forms will be available online soon. The team cost is \$75.00. Goal setting will begin soon.

Sami suggested that the board wait until the new Library Board member is in place before choosing a replacement representative to the Library Foundation.

**Old Business –**

**Bylaw Change** – The proposed change to the City Of Coos Bay Municipal code, regarding the move to a seven member Library Board, will be presented at the next City Council meeting. After the ordinance is approved, the Library Board must observe a 30-day waiting period before making a change to the bylaws.

**New Business –**

**Handbook for Public Library Board Members** – Sami reminded everyone that not all of the handbook will apply to the Coos Bay Library Board. Board members will need to complete the Public Meeting Law training. Certificates need to be sent to Sami.

**Announcements** – The library will be closed on Monday, January 20, 2025, for the Martin Luther King Jr. Holiday.

Adjournment – Chair Janice Langlinalis adjourned the meeting at 6:03 p.m.  
Next Meeting: February 19, 2024 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

## **Personal Responsibility and the Coos Bay Public Library**

By Janice Langlinais, Chair, Coos Bay Public Library Board of Trustees

Personal responsibility as it relates to our public library refers to the shared obligation of individuals to not only engage respectfully with library resources, follow its policies, and contribute to maintaining a welcoming, inclusive, and productive environment for all users, but also in selecting age-appropriate materials for all members of the family.

At the same time, personal responsibility requires recognizing that libraries often offer a wide range of materials that reflect diverse perspectives and experiences. While it is important to select age-appropriate books, it is equally important to respect the autonomy of other patrons, recognizing that adults and young adults may seek more complex or challenging content. In this way, personal responsibility encompasses both safeguarding young readers and fostering a space where intellectual freedom is valued for all.

Personal responsibility also extends to selecting age-appropriate books within the library, particularly when it comes to ensuring that children and young adults access content that aligns with their developmental stages and maturity levels. Library patrons, especially parents and guardians, play a key role in guiding young readers toward materials that are suitable for their age, interests, and comprehension. This involves making thoughtful choices when selecting books, whether through the guidance of library staff or by reviewing content to assess appropriateness. It is the responsibility of the parent or guardian to ensure their child stays within the age-appropriate portion of the library. Unsupervised children will wander.

The library also bears a critical responsibility in supporting all age levels of patrons by curating a diverse and balanced collection of materials that meet a wide array of educational, recreational, and developmental needs. This includes ensuring that books, resources, and programs are appropriate for all age groups—offering age-appropriate selections for children, young adults, and adults, while also providing access to materials that cater to a variety of interests, backgrounds, and learning stages.

The Coos Bay Public Library does a stellar job of prioritizing the availability of books for children that foster early literacy and creativity, while also carefully considering content that aligns with developmental needs and sensitivities. For young adults, our library offers materials that promote critical thinking, emotional growth, and understanding of complex societal issues, while respecting the evolving needs of this age group. For adults, our library plays an essential role in providing access to resources that encourage lifelong learning, personal enrichment, and the pursuit of both academic and leisure reading. Staff recommendations, curated reading lists, or programs help patrons choose materials that are not only age-appropriate but also reflect diverse viewpoints, encourage intellectual curiosity, and promote cultural awareness. Our library fosters open discussions, provides context and guidance, and empowers individuals to make their own informed choices.

By fulfilling these responsibilities, the Coos Bay Public Library creates an environment where patrons of all ages can access knowledge, develop critical thinking skills, and enjoy the enrichment that comes from a broad and inclusive collection. In this way, our library plays a central role in nurturing an informed, thoughtful, and connected community, while respecting the diverse needs of every patron.

And finally, as per the Library Bill of Rights, our library upholds the principles of intellectual freedom and ensures that the Coos Bay Public Library remains a place where everyone has the right to access, explore, and engage with the full spectrum of human thought and creativity.



# JANUARY 2025



## MONTHLY SUMMARY

Totals			
New Cards Issued			127
Number of Programs			69
Program Attendance			1,494
Digital Downloads (Hoopla)			1,154
Reference Questions			671
Children's Reference Questions			72
Total Items Checked Out at Coos Bay			23,693
Total Coos Bay Items Checked Out Anywhere Else			23,320
	2025	2024	2023
Gate Count	11,133	8,848	4,262
Ave. Daily Circ.	948	762	678
Library Visits	13,190	10,897	5,012
Days Open	25	25	24

## INVENTORY

Classification	Acquire	Discards
Adult Books	297	170
Adult Audiobooks	53	1
Adult Video	64	18
Adult Music	0	267
Video Games	1	0
Board Games	0	13
Young Adult Books	20	0
Young Adult Audio	0	0
Children's Books	139	13
Children's Audiobooks	0	0
Children's Video	5	0
Children's Music CDs	0	0
<b>Total</b>	<b>579</b>	<b>482</b>

In May of 2023, Coos Bay Public Library, Oregon Health & Science University (OHSU), and twenty members of the Coos Bay community formed the Sole Mates. This partnership began a two-year research study to learn the effects of walking as a group and engaging civically to improve public health and walkability in our community. The Sole Mates decided to use funds awarded by OHSU to create a free walking guide to inspire other community members to get outside, walk, and improve their health. On January 4th the group welcomed over 100 people to the launch party to introduce the guide.



2024/25	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
July	39	27	21	44	131	980
August	13	38	11	46	108	1490
September	33	31	11	46	121	1111
October	41	39	16	68	164	1946
November	40	35	17	51	143	1210
December	30	34	12	57	133	1250
January	42	34	13	62	151	1300
February						
March						
April						
May						
June						
Totals	238	238	101	374	951	9287

City of Coos Bay  
Balance Sheet  
January 31, 2025

LIBRARY FUND

ASSETS

07-000-100-1001	Cash - Combined Fund	1,165,414.15	
07-000-100-1015	Cash on Hand/Till Drawer	200.00	
07-000-100-1101	Prepaid Expense	2,521.11	
07-000-100-1151	Cash Restricted - Furniture	250,000.00	
	Total Assets		1,418,135.26

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	250,000.00	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	836,277.36	
	Revenue over Expenditures - YTD	331,857.90	
	Balance - Current Date	1,168,135.26	
	Total Fund Equity		1,418,135.26
	Total Liabilities and Equity		1,418,135.26



City of Coos Bay  
Revenues with Comparison to Budget  
For the 7 Months Ending January 31, 2025

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<u>Carryover</u>					
07-000-300-0100 Carryover - Regular	.00	.00	1,225,000.00	1,225,000.00	.0
07-000-300-0200 Carryover - Donation/Furniture	.00	.00	400,000.00	400,000.00	.0
Total Carryover	.00	.00	1,625,000.00	1,625,000.00	.0
<u>Revenue From Other Agencies</u>					
07-000-340-0300 State Library Grant	2,311.00	2,311.00	2,200.00	( 111.00)	105.1
07-000-340-0301 Grants	.00	10,500.00	19,000.00	8,500.00	55.3
07-000-340-0303 Federal Grants	.00	.00	1,000.00	1,000.00	.0
07-000-340-0900 Library Tax Base	.00	1,299,025.88	1,260,000.00	( 39,025.88)	103.1
Total Revenue From Other Agencies	2,311.00	1,311,836.88	1,282,200.00	( 29,636.88)	102.3
<u>Use Of Money &amp; Property</u>					
07-000-350-0100 Investment Interest Income	6,230.24	27,442.61	25,000.00	( 2,442.61)	109.8
07-000-350-1100 Auditorium Rental	.00	2.80	.00	( 2.80)	.0
Total Use Of Money & Property	6,230.24	27,445.41	25,000.00	( 2,445.41)	109.8
<u>Current Services</u>					
07-000-360-0100 Copies	531.07	3,198.33	2,500.00	( 698.33)	127.9
07-000-360-1800 Library Fees	170.87	1,758.80	2,500.00	741.20	70.4
Total Current Services	701.94	4,957.13	5,000.00	42.87	99.1
<u>Other Revenue</u>					
07-000-380-0100 Miscellaneous	1,117.13	1,309.93	100.00	( 1,209.93)	1309.9
07-000-380-0200 Cash Over/short	.00	.16	.00	( .16)	.0
07-000-380-0300 ESO Administration/Rent	2,174.79	15,223.53	26,000.00	10,776.47	58.6
07-000-380-0400 Reimbursements	.00	310.21	500.00	189.79	62.0
07-000-380-0600 Equipment & Scrap Sales	.00	3,893.03	.00	( 3,893.03)	.0
07-000-380-0900 Gifts, Donations & Memorials	7,100.00	19,221.77	500.00	( 18,721.77)	3844.4
Total Other Revenue	10,391.92	39,958.63	27,100.00	( 12,858.63)	147.5
<u>Other Financing Sources</u>					
07-000-390-0200 Subscription Financing Proceed	.00	.00	750.00	750.00	.0
Total Other Financing Sources	.00	.00	750.00	750.00	.0



City of Coos Bay  
Revenues with Comparison to Budget  
For the 7 Months Ending January 31, 2025

LIBRARY FUND					
	Period Actual	YTD Actual	Budget	Unearned	Pcnt
Total Fund Revenue	19,635.10	1,384,198.05	2,965,050.00	1,580,851.95	46.7

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 7 Months Ending January 31, 2025

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expenditures</u>					
<u>Personnel Services</u>					
07-510-510-1001 Salaries	67,222.84	474,284.69	861,830.00	387,545.31	55.0
07-510-510-1003 PERS Retirement	19,186.59	134,774.74	250,455.00	115,680.26	53.8
07-510-510-1004 Employer Payroll Taxes	5,273.94	37,427.03	69,757.00	32,329.97	53.7
07-510-510-1005 Employee Insurance	38,868.25	102,903.51	221,585.00	118,661.49	46.4
07-510-510-1006 Unemployment	.00	.00	3,600.00	3,600.00	.0
07-510-510-1007 Workers Compensation Insurance	62.61	478.90	1,360.00	881.10	35.2
07-510-510-1008 Volunteer Workers Compensation	3.31	3.31	100.00	96.69	3.3
Total Personnel Services	130,617.54	749,872.18	1,408,667.00	658,794.82	53.2
<u>Materials &amp; Services</u>					
07-510-520-2005 Training, Meetings, Travel, Dues	112.50	2,642.55	11,000.00	8,357.45	24.0
07-510-520-2101 Utilities	3,578.15	14,151.42	32,000.00	17,848.58	44.2
07-510-520-2102 Telephone	1,360.17	7,900.04	22,000.00	14,099.96	35.9
07-510-520-2105 Advertising	.00	3,243.11	15,000.00	11,756.89	21.6
07-510-520-2108 Contractual	11,583.11	64,172.77	152,000.00	87,827.23	42.2
07-510-520-2120 Insurance	.00	9,349.53	15,000.00	5,650.47	62.3
07-510-520-2122 Duplicating/Data Processing	1,417.48	8,144.01	10,000.00	1,855.99	81.4
07-510-520-2123 Printing	.00	837.21	2,000.00	1,162.79	41.9
07-510-520-2205 Office Supplies	379.96	2,047.44	5,000.00	2,952.56	41.0
07-510-520-2206 Postage	513.00	1,013.00	7,500.00	6,487.00	13.5
07-510-520-2225 Janitorial Supplies	225.90	1,606.99	3,500.00	1,893.01	45.9
07-510-520-2231 Small Equipment	424.51	19,244.71	30,000.00	10,755.29	64.2
07-510-520-2234 Grants	1,811.86	13,678.05	20,500.00	6,821.95	66.7
07-510-520-2235 Library Supplies	1,661.07	4,572.14	12,000.00	7,427.86	38.1
07-510-520-2236 Library Books & Records	11,096.45	62,970.65	125,000.00	62,029.35	50.4
07-510-520-2237 Periodicals	39.37	6,457.56	12,000.00	5,542.44	53.8
07-510-520-2239 State Aid to Children - Books	.00	1,717.38	2,500.00	782.62	68.7
07-510-520-2240 Library Books/Records (Restr)	.00	.00	50,000.00	50,000.00	.0
07-510-520-2241 Programming	3,546.06	16,799.53	50,000.00	33,200.47	33.6
07-510-520-2302 Office Equipment Rental	.00	436.23	10,000.00	9,563.77	4.4
07-510-520-2303 Equipment Repairs/Replacement	.00	.00	5,000.00	5,000.00	.0
07-510-520-2304 Equipment Maintenance Contract	39.85	2,946.60	12,000.00	9,053.40	24.6
07-510-520-2305 Vehicle Maintenance/Fuel	55.00	358.18	5,000.00	4,641.82	7.2
07-510-520-2309 Building & Grounds Maintenance	5,681.35	27,638.77	75,000.00	47,361.23	36.9
07-510-520-2310 Furniture (restricted)	.00	.00	350,000.00	350,000.00	.0
07-510-520-2406 Reimbursable	13.99	107.92	200.00	92.08	54.0
07-510-520-2424 Library Board	.00	.00	1,500.00	1,500.00	.0
07-510-520-2450 Gifts, Donations & Memorials	652.85	15,568.15	25,000.00	9,431.85	62.3
Total Materials & Services	44,192.63	287,603.94	1,060,700.00	773,096.06	27.1
<u>Capital Outlay</u>					
07-510-530-3001 Computer Hardware & Software	.00	.00	750.00	750.00	.0
Total Capital Outlay	.00	.00	750.00	750.00	.0

For Administration Use Only

59 % of the Fiscal Year has Elapsed

02/07/2025 02:59PM Page: 5

City of Coos Bay  
Expenditures with Comparison to Budget  
For the 7 Months Ending January 31, 2025

LIBRARY FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<b>Debt Service</b>					
07-510-540-1000 Lease Principal	200.14	1,637.07	5,000.00	3,362.93	32.7
07-510-540-1100 Lease Interest	.00	.00	200.00	200.00	.0
07-510-540-1200 Non-Lease Component	.00	.00	500.00	500.00	.0
07-510-540-2000 Enterprise Lease - Principal	1,696.04	11,872.28	4,000.00	7,872.28	296.8
07-510-540-2100 Enterprise Lease - Interest	.00	.00	750.00	750.00	.0
07-510-540-3000 Subscription Principal	694.80	1,354.68	12,000.00	10,645.32	11.3
07-510-540-3100 Subscription Interest	.00	.00	500.00	500.00	.0
<b>Total Debt Service</b>	<b>2,590.98</b>	<b>14,864.03</b>	<b>22,950.00</b>	<b>8,085.97</b>	<b>64.8</b>
<b>Other Financing Uses</b>					
07-510-560-6001 Contingency	.00	.00	221,983.00	221,983.00	.0
07-510-560-6002 Unappropriated Ending Fund Bal	.00	.00	250,000.00	250,000.00	.0
<b>Total Other Financing Uses</b>	<b>.00</b>	<b>.00</b>	<b>471,983.00</b>	<b>471,983.00</b>	<b>.0</b>
<b>Total Expenditures</b>	<b>177,401.15</b>	<b>1,052,340.15</b>	<b>2,965,050.00</b>	<b>1,912,709.85</b>	<b>35.5</b>
<b>Total Fund Expenditures</b>	<b>177,401.15</b>	<b>1,052,340.15</b>	<b>2,965,050.00</b>	<b>1,912,709.85</b>	<b>35.5</b>
<b>Net Revenue Over Expenditures</b>	<b>( 157,766.05)</b>	<b>331,857.90</b>	<b>.00</b>	<b>( 331,857.90)</b>	<b>.0</b>

City of Coos Bay      Detail Ledger - Month End Report for Library      Page: 1  
 Period: 01/25 - 01/25      Feb 07, 2025 03:27PM

## Report Criteria:

Actual Amounts  
 Accounts With Balances Or Activity  
 Summarize Payroll Detail  
 Print Period Totals  
 Print Grand Totals  
 Include Funds: 07  
 Page and Total by Fund  
 Include Placeholders: None  
 Include Balance Sheets: None  
 Include Accounts: None  
 Include Income Fillers: None  
 Include Sources: None  
 Include Revenues: None  
 All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<b>Salaries</b>							
			12/31/2024 (12/24) Balance	07-510-510-1001			407,061.85
01/20/2025	PC	38	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		3,800.00		
01/20/2025	PC	49	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		3,072.39		
01/20/2025	PC	109	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		64,150.45		
01/20/2025	PC	110	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD			3,800.00-	
			01/31/2025 (01/25) Period Totals and Balance		71,022.84 *	3,800.00- *	474,284.69
<b>YTD Encumbrance</b>							
	.00	YTD Actual	474,284.69 Total	474,284.69 YTD Budget	861,830.00 Unexpended	387,545.31	
<b>PERS Retirement</b>							
			12/31/2024 (12/24) Balance	07-510-510-1003			115,588.15
01/20/2025	PB	83	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		367.36		
01/20/2025	PB	167	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		19,186.59		
01/20/2025	PB	168	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD			367.36-	
			01/31/2025 (01/25) Period Totals and Balance		19,553.95 *	367.36- *	134,774.74
<b>YTD Encumbrance</b>							
	.00	YTD Actual	134,774.74 Total	134,774.74 YTD Budget	250,455.00 Unexpended	115,680.26	
<b>Employer Payroll Taxes</b>							
			12/31/2024 (12/24) Balance	07-510-510-1004			32,153.09
01/20/2025	PB	44	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		305.90		
01/20/2025	PB	81	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		230.75		
01/20/2025	PB	161	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		5,273.94		
01/20/2025	PB	162	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD			536.65-	
			01/31/2025 (01/25) Period Totals and Balance		5,810.59 *	536.65- *	37,427.03
<b>YTD Encumbrance</b>							
	.00	YTD Actual	37,427.03 Total	37,427.03 YTD Budget	69,757.00 Unexpended	32,329.97	
<b>Employee Insurance</b>							
			12/31/2024 (12/24) Balance	07-510-510-1005			64,035.26
01/20/2025	PB	42	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		14,520.48		
01/20/2025	PB	79	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		141.67		
01/20/2025	PB	163	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		38,868.25		
01/20/2025	PB	164	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD			14,662.15-	
01/20/2025	PC	148	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		50.83		
01/20/2025	PC	149	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD			50.83-	
			01/31/2025 (01/25) Period Totals and Balance		53,581.23 *	14,712.98- *	102,903.51
<b>YTD Encumbrance</b>							
	.00	YTD Actual	102,903.51 Total	102,903.51 YTD Budget	221,565.00 Unexpended	118,661.49	
<b>Workers Compensation Insurance</b>							
			12/31/2024 (12/24) Balance	07-510-510-1007			416.29
01/31/2025	JE	52	ADJUST W/C INSURANCE FOR VACATION HOUR			4.76-	
01/20/2025	PB	77	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		1.29		
01/20/2025	PB	165	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD		67.37		

City of Coos Bay		Detail Ledger - Month End Report for Library					Page: 2			
		Period: 01/25 - 01/25					Feb 07, 2025 03:27PM			
Date	Journal	Reference Number	Payee or Description		Account Number	Debit Amount	Credit Amount	Balance		
01/20/2025	PB	166	PAYROLL TRANS FOR 1/20/2025 PAY PERIOD				1.29-			
			01/31/2025 (01/25) Period Totals and Balance			68.66 *	6.05- *	478.90		
YTD Encumbrance		.00	YTD Actual	478.90	Total	478.90	YTD Budget	1,360.00	Unexpended	881.10
Volunteer Workers Compensation			12/31/2024 (12/24) Balance		07-510-510-1008					.00
01/31/2025	JE	54	RECORD JULY-SEPT 2024 VOLUNTEER WORKE			3.31				
			01/31/2025 (01/25) Period Totals and Balance			3.31 *	.00 *			3.31
YTD Encumbrance		.00	YTD Actual	3.31	Total	3.31	YTD Budget	100.00	Unexpended	96.69
Training, Meetings, Travel, Dues			12/31/2024 (12/24) Balance		07-510-520-2005					2,530.05
12/20/2024	JE	23	AMERICAN LIBRARY ASSOC, Annual Dues, J Knig			112.50				
			01/31/2025 (01/25) Period Totals and Balance			112.50 *	.00 *			2,642.55
YTD Encumbrance		.00	YTD Actual	2,642.55	Total	2,642.55	YTD Budget	11,000.00	Unexpended	8,357.45
Utilities			12/31/2024 (12/24) Balance		07-510-520-2101					10,573.27
01/23/2025	CD13	16	PACIFIC POWER 12447751-0018 LIBRARY			3,034.07				
12/03/2024	JE	28	CBNB WATERBOARD, Water			340.25				
12/27/2024	JE	28	CBNB WATERBOARD, Water			203.83				
			01/31/2025 (01/25) Period Totals and Balance			3,578.15 *	.00 *			14,151.42
YTD Encumbrance		.00	YTD Actual	14,151.42	Total	14,151.42	YTD Budget	32,000.00	Unexpended	17,848.58
Telephone			12/31/2024 (12/24) Balance		07-510-520-2102					6,539.87
12/09/2024	AP	76	Asavie Technologies Inc			74.90				
12/12/2024	AP	78	USCC Services LLC			259.90				
12/21/2024	AP	535	T-Mobile USA Inc			504.00				
12/04/2024	JE	10	8x8, Service/Long Distance			338.04				
12/22/2024	JE	10	VERIZON, 576174385-00001 Library			183.33				
			01/31/2025 (01/25) Period Totals and Balance			1,360.17 *	.00 *			7,900.04
YTD Encumbrance		.00	YTD Actual	7,900.04	Total	7,900.04	YTD Budget	22,000.00	Unexpended	14,099.96
Advertising			12/31/2024 (12/24) Balance		07-510-520-2105					3,243.11
			01/31/2025 (01/25) Period Totals and Balance			.00 *	.00 *			3,243.11
YTD Encumbrance		.00	YTD Actual	3,243.11	Total	3,243.11	YTD Budget	15,000.00	Unexpended	11,756.89
Contractual			12/31/2024 (12/24) Balance		07-510-520-2108					52,589.66
12/05/2024	AP	47	Sprague Pest Solutions			213.63				
12/13/2024	AP	71	C-N-B Security Inc			1,150.00				
12/18/2024	AP	72	C-N-B Security Inc			1,150.00				
12/23/2024	AP	73	C-N-B Security Inc			1,150.00				
12/16/2024	AP	105	Dahlgreen, Mary Kay			2,175.00				
12/10/2024	AP	193	Cardinal Services Inc.			110.50				
12/11/2024	AP	196	Cardinal Services Inc.			458.90				
12/13/2024	AP	197	Cardinal Services Inc.			221.00				
12/18/2024	AP	198	Cardinal Services Inc.			198.90				
12/19/2024	AP	199	Cardinal Services Inc.			265.20				
12/24/2024	AP	200	Cardinal Services Inc.			66.30				
12/24/2024	AP	202	Cardinal Services Inc.			166.40				
12/27/2024	AP	204	Cardinal Services Inc.			88.40				
01/03/2025	AP	513	C-N-B Security Inc			750.00				
12/27/2024	AP	525	i-Secure Inc			45.10				
12/31/2024	AP	581	Cardinal Services Inc.			353.60				

City of Coos Bay

Detail Ledger - Month End Report for Library

Page: 3

Period: 01/25 - 01/25

Feb 07, 2025 03:27PM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2024	AP	583	Cardinal Services Inc.		729.30		
01/10/2024	AP	681	C-N-B Security Inc		950.00		
01/15/2025	AP	736	Cardinal Services Inc.		1,210.31		
01/07/2025	CD14	4	12/31/24 XPRESS BILL PAY SUPPORT FEES/FOR		130.57		
			01/31/2025 (01/25) Period Totals and Balance		11,583.11 *	.00 *	64,172.77
YTD Encumbrance	.00	YTD Actual	64,172.77 Total	64,172.77 YTD Budget	152,000.00 Unexpended	87,827.23	
Insurance			12/31/2024 (12/24) Balance	07-510-520-2120			9,349.53
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	9,349.53
YTD Encumbrance	.00	YTD Actual	9,349.53 Total	9,349.53 YTD Budget	15,000.00 Unexpended	5,650.47	
Duplicating/Data Processing			12/31/2024 (12/24) Balance	07-510-520-2122			6,726.53
12/17/2024	AP	88	ODP Business Solutions LLC		79.94		
12/31/2024	AP	527	ODP Business Solutions LLC		516.61		
01/01/2025	AP	573	Xerox Corporation		11.05		
01/01/2025	AP	575	Xerox Corporation		290.49		
12/16/2024	JE	27	AMAZON, Toner Cartridge, Drum Unit		208.83		
12/20/2024	JE	27	AMAZON, Toner Cartridge		148.78		
12/22/2024	JE	27	AMAZON, Toner Cartridges		161.78		
			01/31/2025 (01/25) Period Totals and Balance		1,417.48 *	.00 *	8,144.01
YTD Encumbrance	.00	YTD Actual	8,144.01 Total	8,144.01 YTD Budget	10,000.00 Unexpended	1,855.99	
Printing			12/31/2024 (12/24) Balance	07-510-520-2123			837.21
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	837.21
YTD Encumbrance	.00	YTD Actual	837.21 Total	837.21 YTD Budget	2,000.00 Unexpended	1,162.79	
Office Supplies			12/31/2024 (12/24) Balance	07-510-520-2205			1,667.48
12/17/2024	AP	87	ODP Business Solutions LLC		2.08		
12/18/2024	AP	89	ODP Business Solutions LLC			2.08-	
12/19/2024	AP	90	ODP Business Solutions LLC		57.35		
12/23/2024	AP	91	ODP Business Solutions LLC		28.39		
12/04/2024	AP	171	South Coast Office Supply		120.66		
12/04/2024	JE	27	AMAZON, Tape		23.18		
12/09/2024	JE	27	AMAZON, Supplies, 3D Printer, Copy Paper		31.24		
12/13/2024	JE	27	AMAZON, Air Dusters		18.00		
12/20/2024	JE	27	AMAZON, Tape		6.99		
12/21/2024	JE	27	AMAZON, Ink Cartridges, Cables		53.50		
12/28/2024	JE	27	AMAZON, Light Bulbs		40.65		
			01/31/2025 (01/25) Period Totals and Balance		382.04 *	2.08- *	2,047.44
YTD Encumbrance	.00	YTD Actual	2,047.44 Total	2,047.44 YTD Budget	5,000.00 Unexpended	2,952.56	
Postage			12/31/2024 (12/24) Balance	07-510-520-2206			500.00
01/08/2025	AP	586	Pitney Bowes Global Financial LLC		500.00		
12/03/2024	JE	36	US POST OFFICE, Postage		13.00		
			01/31/2025 (01/25) Period Totals and Balance		513.00 *	.00 *	1,013.00
YTD Encumbrance	.00	YTD Actual	1,013.00 Total	1,013.00 YTD Budget	7,500.00 Unexpended	6,487.00	
Janitorial Supplies			12/31/2024 (12/24) Balance	07-510-520-2225			1,381.09
12/31/2024	AP	227	Bay Area Enterprises Inc.		225.90		
			01/31/2025 (01/25) Period Totals and Balance		225.90 *	.00 *	1,606.99
YTD Encumbrance	.00	YTD Actual	1,606.99 Total	1,606.99 YTD Budget	3,500.00 Unexpended	1,893.01	



City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 4	
		Period: 01/25 - 01/25				Feb 07, 2025 03:27PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<hr/>							
Small Equipment			12/31/2024 (12/24) Balance	07-510-520-2231			18,820.20
11/30/2024	JE	23	ACE HARDWARE, Refund for Tools Not Pickedup			147.31-	
12/05/2024	JE	23	ACE HARDWARE, Tools		162.90		
11/29/2024	JE	27	AMAZON, 3D Printer Supplies		11.19		
12/02/2024	JE	27	AMAZON, Bookcases		235.84		
12/05/2024	JE	27	AMAZON, Projector Cable		8.15		
12/06/2024	JE	27	AMAZON, Charging Cables		27.76		
12/09/2024	JE	27	AMAZON, Computer Desk		119.99		
12/19/2024	JE	27	AMAZON, Electronic Repair		5.99		
			01/31/2025 (01/25) Period Totals and Balance		571.82 *	147.31- *	19,244.71
<hr/>							
YTD Encumbrance	.00	YTD Actual	19,244.71 Total	19,244.71 YTD Budget	30,000.00 Unexpended	10,755.29	
<hr/>							
Grants			12/31/2024 (12/24) Balance	07-510-520-2234			11,866.19
01/15/2025	AP	668	Coos Head Food Co-op		1,500.00		
11/29/2024	JE	27	AMAZON, Supplies, Teen Wellness, Protective Fact		29.92		
01/21/2025	JE	46	R/C JE 45.008-45.009 (09/24) 2024-08 LIBRARY A		123.95		
01/21/2025	JE	47	R/C JE 37.004-37.005 (09/24) 2024-08 BROWNIE		157.99		
			01/31/2025 (01/25) Period Totals and Balance		1,811.86 *	.00 *	13,678.05
<hr/>							
YTD Encumbrance	.00	YTD Actual	13,678.05 Total	13,678.05 YTD Budget	20,500.00 Unexpended	6,821.95	
<hr/>							
Library Supplies			12/31/2024 (12/24) Balance	07-510-520-2235			2,911.07
12/12/2024	AP	114	Demco		297.69		
12/20/2024	AP	115	Demco		242.61		
11/01/2024	AP	169	Showcases		319.41		
12/11/2024	AP	170	Showcases		109.08		
12/27/2024	AP	568	Showcases		692.28		
			01/31/2025 (01/25) Period Totals and Balance		1,661.07 *	.00 *	4,572.14
<hr/>							
YTD Encumbrance	.00	YTD Actual	4,572.14 Total	4,572.14 YTD Budget	12,000.00 Unexpended	7,427.86	
<hr/>							
Library Books & Records			12/31/2024 (12/24) Balance	07-510-520-2236			51,874.20
11/21/2024	AP	5	Midwest Tape		20.24		
12/04/2024	AP	6	Midwest Tape		70.61		
12/04/2024	AP	65	Cengage Learning Inc.		227.13		
12/01/2024	AP	111	Center Point Large Print		147.42		
12/04/2024	AP	129	Ingram		221.43		
12/05/2024	AP	130	Ingram		210.52		
12/06/2024	AP	131	Ingram		496.12		
12/09/2024	AP	132	Ingram		21.49		
12/10/2024	AP	133	Ingram		505.03		
12/12/2024	AP	134	Ingram		270.15		
12/16/2024	AP	135	Ingram		326.20		
12/17/2024	AP	136	Ingram		86.26		
12/17/2024	AP	137	Ingram		82.45		
12/22/2024	AP	138	Ingram		111.82		
12/23/2024	AP	139	Ingram		304.64		
12/27/2024	AP	140	Ingram		390.36		
12/30/2024	AP	141	Ingram		336.54		
12/30/2024	AP	142	Ingram		53.30		
12/30/2024	AP	143	Ingram		124.69		
12/30/2024	AP	144	Ingram		573.14		
12/31/2024	AP	451	Midwest Tape		2,545.05		
01/02/2025	AP	564	Ingram		99.50		
01/03/2025	AP	565	Ingram		418.72		

City of Coos Bay      Detail Ledger - Month End Report for Library      Page: 5  
 Period: 01/25 - 01/25      Feb 07, 2025 03:27PM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/07/2025	AP	712	Ingram		352.71		
01/08/2025	AP	713	Ingram		147.54		
01/09/2025	AP	715	Ingram		196.02		
01/09/2025	AP	716	Ingram		345.71		
01/09/2025	AP	717	Ingram		21.43		
01/13/2025	AP	718	Ingram		308.56		
01/14/2025	AP	719	Ingram		227.93		
11/29/2024	JE	27	AMAZON, Video Games		64.97		
11/30/2024	JE	27	AMAZON, Video Games		59.99		
12/03/2024	JE	27	AMAZON, Dvds		19.96		
12/03/2024	JE	27	AMAZON, Dvds		69.87		
12/04/2024	JE	27	AMAZON, Dvds		19.96		
12/04/2024	JE	27	AMAZON, Music Cds		80.47		
12/05/2024	JE	27	AMAZON, YP Books		7.24		
12/05/2024	JE	27	AMAZON, YP Books		37.61		
12/05/2024	JE	27	AMAZON, Book		15.69		
12/05/2024	JE	27	AMAZON, Video Games		439.34		
12/07/2024	JE	27	AMAZON, Music Cds		11.98		
12/09/2024	JE	27	AMAZON, Video Games		79.98		
12/09/2024	JE	27	AMAZON, Video Games		29.99		
12/09/2024	JE	27	AMAZON, Music Cds		49.13		
12/10/2024	JE	27	AMAZON, YP Dvds		19.95		
12/10/2024	JE	27	AMAZON, Dvds		14.90		
12/11/2024	JE	27	AMAZON, Video Games		66.68		
12/11/2024	JE	27	AMAZON, Adult Books		12.19		
12/12/2024	JE	27	AMAZON, YP Dvds		32.58		
12/12/2024	JE	27	AMAZON, Adult Books		12.79		
12/12/2024	JE	27	AMAZON, Video Games		18.99		
12/14/2024	JE	27	AMAZON, YP Books		24.73		
12/16/2024	JE	27	AMAZON, Dvds		19.96		
12/16/2024	JE	27	AMAZON, Dvds		8.36		
12/17/2024	JE	27	AMAZON, Dvds		18.25		
12/18/2024	JE	27	AMAZON, YP Dvds		19.96		
12/19/2024	JE	27	AMAZON, Music Cds		13.98		
12/20/2024	JE	27	AMAZON, Dvds		129.09		
12/20/2024	JE	27	AMAZON, Video Games		39.88		
12/21/2024	JE	27	AMAZON, Board Games		29.32		
12/21/2024	JE	27	AMAZON, Board Games		20.99		
12/23/2024	JE	27	AMAZON, Adult Books		15.95		
12/24/2024	JE	27	AMAZON, Dvds		24.96		
12/27/2024	JE	27	AMAZON, Music Cds		17.98		
12/27/2024	JE	27	AMAZON, Dvds		75.46		
12/27/2024	JE	27	AMAZON, Dvds		8.17		
12/27/2024	JE	27	AMAZON, Dvds		37.63		
12/27/2024	JE	27	AMAZON, Adult Books		45.24		
12/28/2024	JE	27	AMAZON, Dvds		41.01		
12/28/2024	JE	27	AMAZON, Dvds		42.48		
12/30/2024	JE	27	AMAZON, Dvds		38.12		
12/30/2024	JE	27	AMAZON, Dvds		17.96		
01/31/2025 (01/25) Period Totals and Balance					11,096.45 *	.00 *	62,970.65
YTD Encumbrance	.00	YTD Actual	62,970.65 Total	62,970.65 YTD Budget	125,000.00 Unexpended	62,029.35	
Periodicals			12/31/2024 (12/24) Balance	07-510-520-2237			6,418.19
12/11/2024	AP	187	Siuslaw News		39.37		
01/31/2025 (01/25) Period Totals and Balance					39.37 *	.00 *	6,457.56
YTD Encumbrance	.00	YTD Actual	6,457.56 Total	6,457.56 YTD Budget	12,000.00 Unexpended	5,542.44	

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 6	
		Period: 01/25 - 01/25				Feb 07, 2025 03:27PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
State Aid to Children - Books			12/31/2024 (12/24) Balance	07-510-520-2239			1,717.38
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	1,717.38
YTD Encumbrance	.00	YTD Actual	1,717.38 Total	1,717.38 YTD Budget	2,500.00 Unexpended	782.62	
Programming			12/31/2024 (12/24) Balance	07-510-520-2241			13,253.47
12/17/2024	AP	102	Dunham, Mona R		450.00		
08/23/2024	AP	106	Korean Spirit & Culture Promotion Projec		180.00		
11/25/2024	AP	185	Scholastic Inc.		2,194.73		
12/03/2024	JE	21	NATURAL GROCERS, Supplies - Relax for the Holi		36.68		
12/03/2024	JE	23	GOODWILL, Supplies, Ugly Sweater DIY		8.96		
12/17/2024	JE	23	APPLE.COM, Icloud Storage		99		
12/17/2024	JE	23	BLICK ART MATERIAL, Supplies, Art Programs		105.85		
12/19/2024	JE	23	APPLE.COM, Music, Storytimes		10.99		
12/27/2024	JE	23	SAFEWAY, Supplies, Game Night		49.16		
12/28/2024	JE	23	SAFEWAY, Supplies, Writer's Group		20.48		
12/01/2024	JE	27	AMAZON, Supplies, Bath Bombs		24.99		
12/04/2024	JE	27	AMAZON, Supplies, Craft Takeout		47.08		
12/04/2024	JE	27	AMAZON, Supplies, Craft Takeout		47.98		
12/08/2024	JE	27	AMAZON, Books, Women's Empowerment Club		111.90		
12/12/2024	JE	27	AMAZON, Supplies, Warming Tree		53.61		
12/12/2024	JE	27	AMAZON, Supplies, New Years Dance Party		62.31		
12/16/2024	JE	27	AMAZON, Supplies, Movie Bundles		22.43		
12/17/2024	JE	27	AMAZON, Supplies, Winter Reading Challenge		180.72		
12/17/2024	JE	27	AMAZON, Supplies, Movie Night		44.18		
12/18/2024	JE	27	AMAZON, Supplies, Winter Reading Challenge		4.99		
12/12/2024	JE	36	FRED MEYER, Supplies - Dance Party		84.52		
12/14/2024	JE	36	FRED MEYER, Supplies - Book Brunch, Game Nigh		73.45		
12/22/2024	JE	36	BUZZSPROUT, Podcast Hosting		12.00		
01/21/2025	JE	46	R/C JE 45.008-45.009 (09/24) 2024-08 LIBRARY A			123.95-	
01/21/2025	JE	47	R/C JE 37.004-37.005 (09/24) 2024-08 BROWNIE			157.99-	
			01/31/2025 (01/25) Period Totals and Balance		3,828.00 *	281.94 *	16,799.53
YTD Encumbrance	.00	YTD Actual	16,799.53 Total	16,799.53 YTD Budget	50,000.00 Unexpended	33,200.47	
Office Equipment Rental			12/31/2024 (12/24) Balance	07-510-520-2302			436.23
			01/31/2025 (01/25) Period Totals and Balance		.00 *	.00 *	436.23
YTD Encumbrance	.00	YTD Actual	436.23 Total	436.23 YTD Budget	10,000.00 Unexpended	9,563.77	
Equipment Maintenance Contract			12/31/2024 (12/24) Balance	07-510-520-2304			2,906.75
12/12/2024	AP	101	Alert 360 Opco Inc		39.85		
			01/31/2025 (01/25) Period Totals and Balance		39.85 *	.00 *	2,946.60
YTD Encumbrance	.00	YTD Actual	2,946.60 Total	2,946.60 YTD Budget	12,000.00 Unexpended	9,053.40	
Vehicle Maintenance/Fuel			12/31/2024 (12/24) Balance	07-510-520-2305			303.18
01/07/2025	AP	463	Mast Bros Towing & Recovery		55.00		
			01/31/2025 (01/25) Period Totals and Balance		55.00 *	.00 *	358.18
YTD Encumbrance	.00	YTD Actual	358.18 Total	358.18 YTD Budget	5,000.00 Unexpended	4,641.82	
Building & Grounds Maintenance			12/31/2024 (12/24) Balance	07-510-520-2309			21,957.42
12/05/2024	AP	109	Agri-Tech Design		266.00		
12/09/2024	AP	110	Agri-Tech Design		1,000.00		
12/31/2024	AP	226	Bay Area Enterprises Inc.		4,053.35		

City of Coos Bay		Detail Ledger - Month End Report for Library				Page: 7	
		Period: 01/25 - 01/25				Feb 07, 2025 03:27PM	
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
01/08/2025	AP	695	Agri-Tech Design		266.00		
11/30/2024	JE	28	VESTIS SERVICES, Mats		32.00		
12/14/2024	JE	28	VESTIS SERVICES, Mats		32.00		
12/28/2024	JE	28	VESTIS SERVICES, Mats		32.00		
01/31/2025 (01/25) Period Totals and Balance					5,681.35 *	.00 *	27,638.77
YTD Encumbrance	.00	YTD Actual	27,638.77 Total	27,638.77 YTD Budget	75,000.00 Unexpended	47,361.23	
Reimbursable			12/31/2024 (12/24) Balance	07-510-520-2406			93.93
01/02/2025	AP	528	Aurdahl, Melissa		13.99		
01/31/2025 (01/25) Period Totals and Balance					13.99 *	.00 *	107.92
YTD Encumbrance	.00	YTD Actual	107.92 Total	107.92 YTD Budget	200.00 Unexpended	92.08	
Gifts, Donations & Memorials			12/31/2024 (12/24) Balance	07-510-520-2450			14,915.30
12/05/2024	AP	7	ORCCA		70.64		
12/10/2024	AP	8	ORCCA		48.08		
12/12/2024	AP	9	ORCCA		44.80		
12/20/2024	AP	10	ORCCA		33.20		
12/20/2024	AP	11	ORCCA		44.00		
12/24/2024	AP	12	ORCCA		31.60		
12/30/2024	AP	13	ORCCA		39.60		
12/31/2024	AP	454	ORCCA		56.16		
01/07/2025	AP	455	ORCCA		63.44		
01/07/2025	AP	456	ORCCA		51.76		
01/09/2025	AP	605	ORCCA		61.84		
01/09/2025	AP	714	Ingram		68.14		
12/26/2024	JE	27	AMAZON, Supplies, YP Book Box		39.59		
01/31/2025 (01/25) Period Totals and Balance					652.85 *	.00 *	15,568.15
YTD Encumbrance	.00	YTD Actual	15,568.15 Total	15,568.15 YTD Budget	25,000.00 Unexpended	9,431.85	
Lease Principal			12/31/2024 (12/24) Balance	07-510-540-1000			1,436.93
01/01/2025	AP	572	Xerox Corporation		70.87		
01/01/2025	AP	574	Xerox Corporation		129.27		
01/31/2025 (01/25) Period Totals and Balance					200.14 *	.00 *	1,637.07
YTD Encumbrance	.00	YTD Actual	1,637.07 Total	1,637.07 YTD Budget	5,000.00 Unexpended	3,362.93	
Enterprise Lease - Principal			12/31/2024 (12/24) Balance	07-510-540-2000			10,176.24
01/21/2025	CD13	5	ENTERPRISE PAYMENT 583157A INV#FBN		540.41		
01/21/2025	CD13	5	ENTERPRISE PAYMENT 583157A INV#FBN		1,155.63		
01/31/2025 (01/25) Period Totals and Balance					1,696.04 *	.00 *	11,872.28
YTD Encumbrance	.00	YTD Actual	11,872.28 Total	11,872.28 YTD Budget	4,000.00 Unexpended	(7,872.28)	
Subscription Principal			12/31/2024 (12/24) Balance	07-510-540-3000			659.88
12/11/2024	JE	21	WHENTOWORK, LLC - Subscription		375.00		
12/06/2024	JE	23	ZOOM.COM, Online Meeting Platform		319.80		
01/31/2025 (01/25) Period Totals and Balance					694.80 *	.00 *	1,354.68
YTD Encumbrance	.00	YTD Actual	1,354.68 Total	1,354.68 YTD Budget	12,000.00 Unexpended	10,645.32	
Number of Transactions: 216 Number of Accounts: 33					Debit	Credit	Proof
Total LIBRARY FUND:					197,255.52	19,854.37-	177,401.15
Number of Transactions: 216 Number of Accounts: 33					Debit	Credit	Proof

18

City of Coos Bay			Detail Ledger - Month End Report for Library				Page: 8
			Period: 01/25 - 01/25				Feb 07, 2025 03:27PM
Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Grand Totals:					197,255.52	19,854.37-	177,401.15

Report Criteria:

- Actual Amounts
- Accounts With Balances Or Activity
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Include Funds: 07
- Page and Total by Fund
- Include Placeholders: None
- Include Balance Sheets: None
- Include Accounts: None
- Include Income Fillers: None
- Include Sources: None
- Include Revenues: None
- All Segments Tested for Total Breaks

**Coos Bay Public Library  
Memorial Funds Checking Account  
January 2025**

BALANCE, December 31, 2024 \$ 81,994.83

**DEPOSITS:**

Coos Head Food/Beet-Community Fridge	\$ 3,000.00
Friends of Coos Bay Public Library/Quarterly Donation	\$ 3,500.00
Misc. Donations-January 2025	<u>\$ 600.00</u>

TOTAL DEPOSITS \$ 7,100.00

ACCOUNT SUB TOTAL \$ 89,094.83

**DISBURSEMENTS:**

Journal Entry-from Friends Childrens Fund	\$ 71.57
South Coast Food Share/Produce-Community Fridge	\$ 56.16
South Coast Food Share/Produce-Community Fridge	\$ 63.44
South Coast Food Share/Produce-Community Fridge	\$ 51.76
South Coast Food Share/Produce-Community Fridge	\$ 61.84
Ingram/Book-Porensky Memorial	\$ 68.14
South Coast Food Share/Produce-Community Fridge	\$ 40.32
South Coast Food Share/Produce-Community Fridge	\$ 55.76
Chefstore/Produce-Community Fridge	\$ 9.36
South Coast Food Share/Produce-Community Fridge	\$ 75.24
OTC, McKays, Pottery Co.	\$ 246.24
Reading Warehouse/Books-Outreach	\$ 263.92
Amazon, Supplies/YP Programs-Book Boxes	<u>\$ 302.73</u>

TOTAL DISBURSEMENTS \$ 1,366.48

**Balance January 31, 2025 \$ 87,728.35**

**ACCOUNT SUMMARY:**

General Fund	\$ 18,297.24
Friend's Children's Fund	\$ 5,169.86
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Friends Library Purchases	\$ 1,701.31
Rotary Donation	\$ -
Community Fridge	\$ 2,676.46
Dollywood	<u>\$ -</u>

**MEMORIAL ACCOUNT FUNDS TOTAL \$ 87,728.35**



# Librarian's Report



COOS BAY  
PUBLIC LIBRARY

February 2025

## Virtual and Take Home Programs

- Unlimited Book Club - 11
- Spice of the Month - 45
- Craft Takeout - 40
- Book Box (3) - 120
- Swords & Starships Podcast (4) - 163
- Teen Wellness Kits - 30
- ASL Practice - 4
- Community Cooking - 23

## Other Programs in January

- Book Brunch - 6
- Change Club (2) - 12
- Baby Storytimes (4) - 31
- Storytime (4) - 145
- Game Night - 17
- Womens Empowerment Book Club - 5
- Hiking Book Club - 2
- Yoga (2) - 45
- One-on-One Tech Appt - 12
- Proctoring - 1
- Open Mens Group (3) - 23
- Preschool STEAM (4) - 67
- Build It Club - 21
- D&D One Shot - 8
- Movie Night (2) - 9
- Spanglish - 9
- Preschool Art - 22
- Writers Group - 4
- Build It Saturdays - 4
- Teen Slime Party - 7
- Tween Cooking Class - 9
- William Stafford Birthday - 22

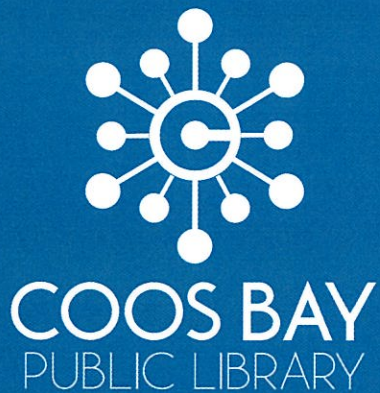
## Other Programs in January

- Teen Graphic Novel Group - 4
- Community At: Tiles - 48
- DIY: Lotus Lanterns - 17
- Family Game Time - 5
- Maker Time - 4
- Monochromatic Painting - 8
- New Year New Visions - 5
- Sole Mates Guide Event - 105
- Zumba (2) - 55
- Dinosaurs with SOCC - 220
- Red Cross Blood Drive - 35

## Other Information

- Eastside and Empire Drop offs (8) served 71 people in January
- The Community Fridge served 3,961 people in January
- There were 5,475 county-wide checkouts on Libby in January. There were 1,154 circulations on hoopla and 31 new borrowers.





# THE LATEST at **COOS BAY** **PUBLIC LIBRARY** **FEBRUARY 2025**

## FOR MORE INFORMATION:

541-269-1101

[www.coosbaylibrary.org](http://www.coosbaylibrary.org)

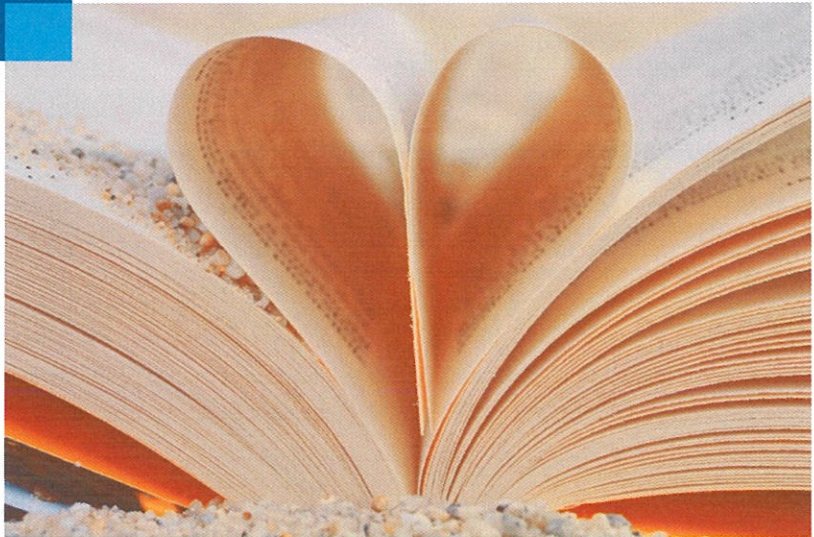
## COME SEE US!

525 Anderson Avenue  
Coos Bay, OR 97420

 Find us on Facebook!

 Find us on Instagram!

 Find us on YouTube!



## WINTER READING PROGRAM

CURL UP WITH A BOOK  
THIS WINTER! READ  
THREE BOOKS BETWEEN  
DECEMBER 6 & FEBRUARY  
28 TO EARN A FREE COOS  
BAY PUBLIC LIBRARY  
MUG & COCOA. OR  
PARTICIPATE IN BINGO  
FOR MORE PRIZES!



## WE'VE GOT LOTS TO LOVE LEARN, CREATE, AND EXPLORE WITH THIS MONTH'S FREE LIBRARY PROGRAMS

What inspires you to be the best person you can be, to live fully and take advantage of all life has to offer? What holds you back? As the second month of 2025 dawns, many may feel they've fallen short of their goals for the year. Imagine how much easier it'd be if you didn't have to do it alone! The free programs offered at Coos Bay Library do the heavy lifting for you— all you have to do is show up! Whether you want to get more active, participate in cultural activities and the arts, or develop 21st century skills, we've got something to help you be at your best.



22



# UPCOMING EVENTS

**1/2**  
SAT & SUN

## FRIENDS OF THE LIBRARY BOOK SALE GET GREAT DEALS & SUPPORT YOUR LIBRARY

02/01 FROM 10:00AM\* - 4:00PM & 02/02 FROM 12:00PM - 3:00PM  
\*9:00AM ADMITTANCE FOR FRIENDS OF THE LIBRARY MEMBERS

## ALONE TOGETHER: NATURE HIKES

JOIN US FOR A QUIET AND CONTEMPLATIVE HIKE AT JOHN TOPITS PARK.

11:00AM - 12:00PM AT JOHN TOPITS PARK  
AGES: EVERYONE. WE WILL MEET AT THE MAIN PARKING AREA ON HULL STREET.



**1**  
SAT

**1**  
SAT

## BUILD-IT SATURDAYS

BUILD SOMETHING AWESOME WITH LEGO BUILDING BLOCKS THE FIRST SATURDAY OF EACH MONTH THIS WINTER. LEGOS WILL REMAIN AT THE LIBRARY.

12:00PM - 1:30PM IN THE KIDS & FAMILIES SECTION

AGES: KIDS UNDER 14 & THEIR FAMILIES.

CHILDREN UNDER 12 MUST BE ACCOMPANIED BY AN ADULT.

## SPICE OF THE MONTH

EXPLORE THE WORLD FROM HOME WITH SPICES!

SPICE KITS AVAILABLE AT CIRCULATION DESK

**3**  
MON

**3, 10,  
& 24**  
MON

## COMMUNITY YOGA AT THE LIBRARY

TEENS AND ADULTS AGES 13 & UP ARE INVITED TO JOIN A BEGINNER FRIENDLY WEEKLY YOGA PRACTICE AT THE LIBRARY.

5:30PM - 6:30PM IN THE MYRTLEWOOD ROOM,  
AGES: TEENS, ADULTS

## OPEN MEN'S GROUP

JOIN A FREE, CONFIDENTIAL, & FACILITATED CIRCLE OF BROTHERS WHERE YOU'RE INVITED TO SHARE YOUR TRUTH, FIND YOUR STRENGTH, AND GAIN THE TOOLS YOU NEED TO LIVE THE LIFE YOU WANT.

6:00PM - 8:00PM IN THE CEDAR ROOM. SNACKS & BEVERAGES PROVIDED. PROGRAM WILL MEET WEEKLY. AGES: ADULTS

**3, 10,  
& 24**  
MON

**4, 11,  
18, & 25**  
TUE

## BABY STORYTIME

MEETING TUESDAYS IN FEBRUARY. MEET OTHER CAREGIVERS AND LEARN SONGS, RHYMES, AND EARLY LITERACY TIPS!

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM,  
AGES: INFANT & PARENT OR CAREGIVER



## PRESCHOOL STEAM STORYTIME

STORIES, RHYMES, AND ACTIVITIES WITH A STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) FOCUS FOR OLDER PRESCHOOLERS (AGES 4-6)

11:00AM - 11:30AM IN THE MYRTLEWOOD ROOM.  
AGES: KIDS AGED 4-6 WITH A PARENT OR CAREGIVER

4, 11,  
18, & 25  
TUE

4  
TUE

## JUKEBOX BINGO

JOIN US FOR A FREE GAME OF JUKEBOX BINGO WITH SNACKS AND BEVERAGES PROVIDED. THIS GAME WILL FEATURE SONGS FROM THE 50's, 60's, & 70's. PRIZES WILL BE AWARDED FOR 1 LINE BINGO.

2:00PM - 3:00PM IN THE MYRTLEWOOD ROOM.  
AGES: EVERYONE

## STORYTIME

SING, READ, TALK, WRITE, & PLAY WITH THE CHILDREN IN YOUR LIFE! JOIN US FOR A FAMILY STORYTIME FOR KIDS 0-5.

10:00AM - 10:30AM IN THE MYRTLEWOOD ROOM.  
AGES: KIDS 0-5 & A PARENT OR CAREGIVER

5, 12,  
19, & 26  
WED

6  
THU

## TEA TASTING

SIP, SAVOR, AND EXPLORE THE WORLD OF TEA WITH SELECTIONS FROM TEAS, TINCTURES, & TONICS.

12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM  
AGES: EVERYONE



## BLACK HISTORY MONTH POETRY, ART, & DESSERT

CELEBRATE BLACK HISTORY MONTH AT AN ALL-AGES, COMMUNITY CELEBRATION! ENJOY DESSERTS, CREATE HANDS-ON ART, & LISTEN TO MUSIC. MHS'S BLACK STUDENT UNION WILL READ POETRY.

6:00PM - 7:00PM IN THE MYRTLEWOOD ROOM.  
AGES: EVERYONE. FREE BOOKS WILL BE AVAILABLE FOR KIDS AGES 8 AND UNDER.

6  
THU

7  
FRI

## TEEN WELLNESS KITS

TEENS ARE INVITED TO ANSWER A THEMED PROMPT EACH MONTH TO EARN A BAG CONTAINING ITEMS SUPPORTING THEIR HEALTH AND WELLNESS.

KITS BECOME AVAILABLE AT 10:00AM ON 02/07/25.  
AGES: TEENS AGED 12-18





## TWEEN COOKING CLUB

LEARN COOKING BASICS IN A CLUB FOR YOUNG PEOPLE AGED 10 TO 14! SIGN UP REQUIRED FOR EACH SESSION. ALL SUPPLIES PROVIDED.

1:00PM - 3:00PM IN THE MYRTLEWOOD ROOM  
AGES: TWEENS AGED 10 to 14. REGISTRATION REQUIRED.



7  
FRI

## FINANCIAL LITERACY FAMILY GAME NIGHT

PLAY GAMES, PAINT A SAVINGS BANK, AND SHARE PIZZA AT A FUN PROGRAM GEARED TOWARDS FAMILIES WITH KIDS AGES 5-12 (YOUNGER SIBLINGS WELCOME). LEARN POSITIVE FINANCIAL LITERACY HABITS AND DISCUSS MONEY WITH YOUR CHILDREN.

5:30PM - 7:00PM IN THE MYRTLEWOOD ROOM.  
AGES: EVERYONE, FAMILIES. THIS PROGRAM WAS MADE POSSIBLE IN PARTNERSHIP WITH COOS HEALTH & WELLNESS, THE AMERICAN LIBRARY ASSOCIATION, & FINRA.

7  
FRI

## GOOGLE DRIVE CLASS

DO YOU HAVE A GMAIL ACCOUNT? IF SO, YOU HAVE GOOGLE DRIVE! JOIN US TO LEARN HOW TO ACCESS GOOGLE DRIVE, CREATE DOCUMENTS, PERFORM BASIC WORD PROCESSING, UPLOAD FILES, & SHARE DOCUMENTS.

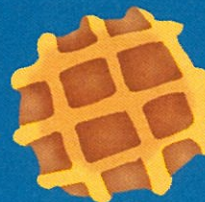
10:00AM - 11:00AM AT THE PUBLIC COMPUTERS  
AGES: TEEN, ADULT. REGISTRATION REQUIRED. ATTENDEES MUST HAVE AN ACTIVE, ACCESSIBLE GMAIL ACCOUNT AND BE COMFORTABLE USING A COMPUTER MOUSE AND THE INTERNET.

8  
SAT

## BOOK BRUNCH

A BOOK CLUB DEVOTED TO READING, UNRESTRICTED TO GENRE, PLUS, OF COURSE, BRUNCH! FEBRUARY'S BOOK: *THE ISLAND OF MISSING TREES* BY ELIF SHAFAK.

11:00AM - 12:00PM IN THE MYRTLEWOOD ROOM  
AGES: ADULT



8  
SAT

## TEEN & ADULT CRAFTERNOON

BRING A CRAFT PROJECT AND ENJOY SOCIALIZING WHILE YOU WORK! COLORING PAGES AVAILABLE.

3:00PM - 5:00PM IN THE MYRTLEWOOD ROOM  
AGES: TEEN, ADULT

11  
TUE



**11**  
TUE

## ESTATE PLANNING: WILLS & TRUSTS

ERLETTE UPSHAW FROM COOS ELDERLY SERVICES AND ATTORNEY DANIEL M. HINRICHS WILL BE JOINING US TO DISCUSS ESTATE PLANNING.

5:30PM - 8:00PM IN THE MYRTLEWOOD ROOM.  
AGES: ADULTS

## MOVIE NIGHT AT THE LIBRARY

YOU'RE INVITED TO A FREE THEMED MOVIE NIGHT!  
FEBRUARY'S THEME: SECOND CHANCE ROMANCE

5:30PM - 7:30PM IN THE MYRTLEWOOD ROOM  
02/12 MOVIE: *THE PHILADELPHIA STORY* (1940)  
02/26 MOVIE: *LOVE & BASKETBALL* (2000)  
AGES: EVERYONE. FREE POPCORN & BEVERAGES PROVIDED.

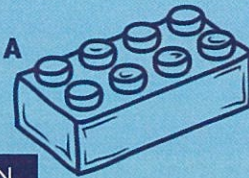
**12/26**  
WED

**13**  
THU

## BUILD IT! CLUB

USE LEGO BUILDING BRICKS TO CONQUER A  
NEW ENGINEERING CHALLENGE ON THE  
2ND THURSDAY OF EACH MONTH

3:00PM - 4:00PM IN THE KIDS & FAMILIES SECTION  
AGES: KIDS AGED 6-12



## FUNKY JEWELRY WORKSHOP WITH TEENS

TEENS AGED 13-18 ARE INVITED TO JOIN US FOR A  
JEWELRY WORKSHOP WHERE THEY WILL LEARN  
ABOUT BASIC TOOLS USED IN CRAFTING SIMPLE &  
STYLISH JEWELRY PIECES. NO EXPERIENCE NEEDED.

2:00PM - 3:30PM IN THE MYRTLEWOOD ROOM  
AGES: TEEN

**14**  
FRI

**15**  
FRI

## iSPANGLISH! CONVERSATIONAL PROGRAM

10:30AM - 11:30AM IN THE LIBRARY  
AGES: TEEN, ADULT

## WANT TO HEAR A JOKE?

A MAN GOES TO THE LIBRARY AND ASKS  
FOR A BOOK ON CLIFFHANGERS. THE  
LIBRARIAN SAYS,





**15**  
SAT

## WOMEN'S EMPOWERMENT BOOK CLUB

DEAR IJEWELE, OR A FEMINIST MANIFESTO IN FIFTEEN SUGGESTIONS BY CHIMAMANDA NGOZI ADICHIE

11:00AM - 12:00PM IN THE STACKS  
AGES: ADULT

## CRAFT TAKEOUT

TEENS AND ADULTS ARE INVITED TO PICK UP A CRAFT KIT WITH COMPLETE INSTRUCTIONS AND MATERIALS

CRAFT KITS AVAILABLE AT CIRCULATION DESK

**15**  
SAT

**17**  
MON

## PRESIDENTS' DAY CLOSURE

THE LIBRARY WILL RESUME NORMAL HOURS OF OPERATION AT 10:00AM ON TUESDAY, FEBRUARY 18

## CBPL BOARD OF TRUSTEES MEETING

MONTHLY BOARD MEETING. OPEN TO THE PUBLIC.

5:15PM - 6:30PM IN THE CEDAR ROOM  
AGES: EVERYONE

**19**  
WED

**20**  
THU

## PRESCHOOL ART

JOIN US FOR A MONTHLY ART PROGRAM FOR PRESCHOOLERS AND THEIR PARENT OR GUARDIAN. ALL SUPPLIES PROVIDED.

10:00AM - 11:00AM IN THE MYRTLEWOOD ROOM  
AGES: TODDLER, PRESCHOOLER

## ASL PRACTICE PLACE

PRACTICE YOUR ASL CONVERSATIONAL SKILLS WITH INSTRUCTOR KANDY BERGQUIST

12:00PM - 1:00PM VIA ZOOM. AGES: TEENS, ADULTS



**20**  
THU

**20**  
THU

## UNLIMITED BOOK CLUB

CELEBRATE DIVERSITY, INCLUSION, & UNDERSTANDING IN COOS COUNTY VIA LITERATURE!

FEBRUARY'S BOOK: *FAIR PLAY: HOW SPORTS SHAPE THE GENDER DEBATES* BY KATIE BARNES

6:00PM - 7:00PM VIA ZOOM  
AGES: TEENS, ADULTS



## GAME NIGHT

ENJOY FREE SNACKS AND GAMES FROM CBPL'S COLLECTION

6:00PM - 9:00PM IN THE MYRTLEWOOD ROOM. AGES: TEENS, ADULTS

**21**  
FRI

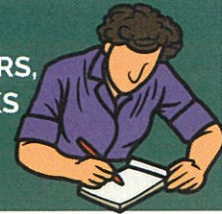


**22**  
SAT

## WRITERS GROUP

PRACTICE YOUR WRITING WITH OTHER WRITERS,  
BRAINSTORM, AND ENJOY COFFEE AND SNACKS

10:00AM - 11:00AM IN THE CEDAR ROOM  
AGES: EVERYONE



## PAINT THE LIBRARY

TAKE INSPIRATION FROM PHOTOS OF THE LIBRARY  
THROUGH THE DECADES OR EXPRESS YOUR FEELINGS  
IN ABSTRACT IN THIS FREE PAINTING SESSION

12:00PM - 2:00PM IN THE MYRTLEWOOD ROOM  
AGES: EVERYONE. ALL SUPPLIES PROVIDED.

**22**  
SAT

**27**  
THU

## COMMUNITY COOKING WITH THE CO-OP

STARRING SPIRITUALITY TEACHER &  
MENTOR TARA CRIDLAND



**THIS MONTH'S RECIPE: PUMPKIN CURRY WITH RICE**

5:30PM - 6:30PM VIA ZOOM. AGES: TEENS, ADULTS, FAMILIES

## DUNGEONS & DRAGONS 5E

BRING YOUR FAVORITE LEVEL FIVE CHARACTERS FOR A  
ONE-SHOT GAME OF DUNGEONS & DRAGONS 5E.

6:00PM - 8:00PM IN THE CEDAR ROOM  
AGES: EVERYONE. **REGISTRATION REQUIRED.**



**28**  
FRI

## DID YOU KNOW?

You can get a weekly bulletin containing the upcoming week's events in your inbox by visiting [www.coosbayor.gov](http://www.coosbayor.gov) and clicking the yellow 'Subscribe' button at the bottom of the page. Tailored options are available if you only want to hear about programs geared towards select age groups (Kids, Teens, Adults) or just want an update when a Friends of the Library Book Sale is coming up.







*Book Love (2019) by Debbie Tung*



**COOS BAY**  
PUBLIC LIBRARY