



Ecorse Public Library

4189 W. Jefferson Ave., Ecorse, MI 48229

Phone: (313) 389-2030

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Ecorse Public Library

Ecorse Public Library Board of Trustees Regular Meeting

Monday, July 14 @ 6:00pm

Ecorse Public Library

4184 W Jefferson

Ecorse, MI 48229

1. Call to order
2. Roll call: Alexander____ Brooks____ Holmes-Hill____ Morgan _____ Reddick _____
3. Approval of agenda
4. Approval of minutes June 10, 2025
5. Consent Agenda- N/A
6. Financial Report
7. Public comment
8. Director's report
9. Old business
 - a. Library card design
 - b. Exterior lighting
 - c. New program room
10. New business
 - a. Policy updates
 - b. Office update quote
11. Announcement or comments from Board Members.
12. Adjournment

The next general meeting will be at 6:00 pm on Monday, June 9, 2025 at the Ecorse Public Library.

05/29/2025 11:18 AM
User: TSADOWSKI
DB: Ecorse

TRIAL BALANCE REPORT FOR CITY OF ECORSE
PERIOD ENDING 05/31/2025

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Fund 271 - LIBRARY		2024-25	2024-25	END BALANCE	AVAILABLE	% BDC
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	05/31/2025	BALANCE	USED
Expenditures						
Dept 790 - LIBRARY OPERATIONS						
271-790-702.000	MAGES - FULL TIME EMPLOYEES	114,480.00	114,480.00	114,476.53	3.47	100.00
271-790-704.000	PART TIME SALARIES	75,500.00	75,500.00	21,619.63	53,880.37	28.64
271-790-705.000	VACATION PAY	11,124.00	11,124.00	8,377.69	2,746.31	75.31
271-790-706.000	HOLIDAY PAY	7,119.00	7,119.00	4,652.88	2,466.12	65.36
271-790-709.000	FICA	13,000.00	13,000.00	9,639.54	3,360.46	74.15
271-790-711.000	MEDICARE	3,100.00	3,100.00	2,254.39	845.61	72.72
271-790-712.000	CASH IN LIEU OF BENEFITS	2,700.00	2,700.00	2,500.00	200.00	92.59
271-790-713.000	OVERTIME SALARIES	5,562.00	5,562.00	2,755.24	2,806.76	49.54
271-790-714.000	LONGEVITY PAY	281.00	300.00	300.00	0.00	100.00
271-790-716.000	DEFINED CONTRIBUTION PENSION PLAN	12,690.00	12,690.00	1,404.39	282.61	97.77
271-790-718.000	HEALTH INSURANCE	22,410.00	22,410.00	31,233.68	(8,823.68)	139.37
271-790-721.000	CLOTHING ALLOWANCE	864.00	2,000.00	2,800.00	(800.00)	140.00
271-790-727.000	LIFE INSURANCE	267.00	267.00	723.41	(456.41)	270.94
271-790-752.000	OFFICE SUPPLIES	5,400.00	5,400.00	240.10	5,159.90	4.45
271-790-757.000	SUPPLIES & EQUIPMENT	25,000.00	25,000.00	23,067.27	1,932.73	92.27
271-790-775.000	OTHER MEDIA	1,620.00	1,620.00	908.59	711.41	56.09
271-790-791.000	SUBSCRIPTIONS AND PUBLICATIONS	1,080.00	2,900.00	4,137.01	(1,237.01)	142.66
271-790-792.000	BOOKS & PERIODICALS	27,000.00	27,000.00	26,517.64	482.36	98.21
271-790-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,500.00	9,812.00	10,249.49	(437.49)	104.46
271-790-851.000	MAIL OR POSTAGE	0.00	801.00	831.54	(30.54)	103.81
271-790-870.000	TRAINING	1,620.00	1,620.00	1,162.20	457.80	71.74
271-790-881.000	PROGRAMMING	12,000.00	12,000.00	1,428.50	10,571.50	11.90
271-790-915.000	MEMBERSHIPS	1,080.00	1,080.00	0.00	1,080.00	0.00
271-790-921.000	BUILDING ELECTRIC & NATURAL GAS	5,562.00	5,562.00	5,228.92	333.08	94.01
271-790-929.000	UTILITIES	890.00	890.00	372.84	517.16	41.89
271-790-930.000	LAND AND BUILDING REPAIRS	2,160.00	20,000.00	13,894.99	6,105.01	69.47
271-790-933.000	SOFTWARE MAINTENANCE AGREEMENTS	216.00	216.00	63.57	152.43	29.43
271-790-942.000	COMPUTER EXPENSES	2,160.00	2,160.00	255.00	1,905.00	11.81
271-790-943.000	EQUIPMENT RENTAL	3,182.00	3,182.00	3,322.96	(143.96)	104.52
271-790-946.000	ENGINEERING SERVICES	10,000.00	10,000.00	6,866.34	3,133.66	68.66
271-790-952.000	TELECOMMUNICATIONS	44,496.00	44,496.00	29,213.30	15,282.70	65.66
271-790-954.000	TIN DELIVERY	1,512.00	1,512.00	1,398.00	114.00	92.46
271-790-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS	0.00	69,472.00	69,472.00	0.00	100.00
271-790-975.000	BUILDINGS, BUILDING ADDITIONS AND IMPR	76,697.00	125,500.00	94,108.00	31,392.00	74.99
271-790-980.000	OFFICE EQUIPMENT AND FURNITURE	0.00	13,185.00	13,185.00	0.00	100.00
Total Dept 790 - LIBRARY OPERATIONS						
		498,272.00	653,660.00	519,668.64	133,991.36	79.50
TOTAL EXPENDITURES						
		498,272.00	653,660.00	519,668.64	133,991.36	79.50
Total Fund 271 - LIBRARY						
TOTAL ASSETS						
				609,849.70		
BEG. FUND BALANCE						
				723,916.56		
+ NET OF REVENUES & EXPENDITURES						
			(167,417.00)	(107,866.60)	(59,550.40)	64.43
= ENDING FUND BALANCE						
				616,049.96		
+ LIABILITIES						
				(6,200.26)		
= TOTAL LIABILITIES AND FUND BALANCE						
				609,849.70		

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TRIAL BALANCE REPORT FOR CITY OF ECORSE
PERIOD ENDING 04/30/2025

CL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	END BALANCE 04/30/2025	AVAILABLE BALANCE	% BGT USED
Fund 271 - LIBRARY						
Assets						
Dept 000						
271-000-001.000	GENERAL CASH			557,010.16		
271-000-001.116	CASH - FRIENDS OF ECORSE PUBLIC LIBRARY			13,418.74		
271-000-001.700	CASH ON HAND @ U.S. BANK			21.15		
271-000-072.000	DUE FROM WAYNE COUNTY			133.79		
Total Dept 000				570,583.84		
TOTAL ASSETS						
				570,583.84		
Liabilities						
Dept 000						
271-000-202.000	ACCOUNTS PAYABLE			79,169.63		
271-000-229.000	EMPLOYER FICA			(1,594.68)		
Total Dept 000				77,574.95		
TOTAL LIABILITIES						
				77,574.95		
Fund Equity						
Dept 000						
271-000-390.000	FUND BALANCE			723,916.56		
Total Dept 000				723,916.56		
TOTAL FUND EQUITY						
				723,916.56		
Revenues						
Dept 000						
271-000-402.000	CURRENT REAL PROPERTY TAXES	125,145.00	100,305.00	100,304.78	0.22	100.00
271-000-410.000	CURRENT PERSONAL PROPERTY TAXES	19,901.00	18,954.00	18,953.17	0.83	100.00
271-000-411.000	DELINQUENT REAL PROPERTY TAXES	0.00	22,654.00	0.00	22,654.00	0.00
271-000-415.000	ALLOWANCE FOR CHARGEBACKS	0.00	1,645.00	2,466.50	(821.50)	149.94
271-000-437.000	INDUSTRIAL FACILITY TAX	437.00	437.00	432.06	4.94	98.87
271-000-445.000	PENALTIES AND INTEREST ON TAXES	229.00	362.00	361.78	0.22	99.94
271-000-540.000	LIBRARY STATE AID	9,289.00	9,289.00	9,801.62	(512.62)	105.52
271-000-541.000	PENAL FINES	22,000.00	22,000.00	(18,504.64)	40,504.64	(84.11)
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	106,533.00	97,118.00	97,117.26	0.74	100.00
271-000-573.100	LOCAL COMMUNITY STABILIZATION SHARE OVPT	174,238.00	174,238.00	0.00	174,238.00	0.00
271-000-629.000	SERVICES RENDERED	0.00	417.00	787.24	(370.24)	188.79
271-000-665.000	INTEREST INCOME	40,500.00	40,500.00	29,356.36	11,143.64	72.48
Total Dept 000		498,272.00	487,919.00	241,076.13	246,842.87	49.41
TOTAL REVENUES						
		498,272.00	487,919.00	241,076.13	246,842.87	49.41

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TRIAL BALANCE REPORT FOR CITY OF Ecourse
PERIOD ENDING 04/30/2025

Page: 2/2

CL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	END BALANCE 04/30/2025	AVAILABLE BALANCE	% BDT USED
Fund 271 - LIBRARY						
Expenditures						
Dept 790 - LIBRARY OPERATIONS						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	114,480.00	114,480.00	86,466.04	28,013.96	75.53
271-790-704.000	PART TIME SALARIES	75,500.00	75,500.00	19,450.62	56,049.38	25.76
271-790-705.000	VACATION PAY	11,124.00	11,124.00	7,159.99	3,964.01	64.37
271-790-706.000	HOLIDAY PAY	7,119.00	7,119.00	3,635.68	3,483.32	51.07
271-790-709.000	FICA	13,000.00	13,000.00	7,713.60	5,286.40	59.34
271-790-711.000	MEDICARE	3,100.00	3,100.00	1,803.98	1,296.02	58.19
271-790-712.000	CASH IN LIEU OF BENEFITS	2,700.00	2,700.00	2,500.00	200.00	92.59
271-790-713.000	OVERTIME SALARIES	5,562.00	5,562.00	2,290.17	3,271.83	41.18
271-790-714.000	LONGEVITY PAY	281.00	300.00	300.00	0.00	100.00
271-790-716.000	DEFINED CONTRIBUTION PENSION PLAN	12,690.00	12,690.00	9,525.90	3,164.10	75.07
271-790-718.000	HEALTH INSURANCE	22,410.00	22,410.00	26,275.45	(3,865.45)	117.25
271-790-721.000	CLOTHING ALLOWANCE	864.00	2,000.00	2,800.00	(800.00)	140.00
271-790-727.000	LIFE INSURANCE	267.00	267.00	264.49	2.51	99.06
271-790-752.000	OFFICE SUPPLIES	5,400.00	5,400.00	240.10	5,159.90	4.45
271-790-757.000	SUPPLIES & EQUIPMENT	25,000.00	25,000.00	22,451.33	2,548.67	89.81
271-790-775.000	OTHER MEDIA	1,620.00	1,620.00	908.59	711.41	56.09
271-790-791.000	SUBSCRIPTIONS AND PUBLICATIONS	1,080.00	2,900.00	2,900.00	0.00	100.00
271-790-792.000	BOOKS & PERIODICALS	27,000.00	27,000.00	25,349.56	1,650.44	93.89
271-790-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,500.00	9,812.00	9,949.49	(137.49)	101.40
271-790-851.000	MAIL OR POSTAGE	0.00	801.00	831.54	(30.54)	103.81
271-790-870.000	TRAINING	1,620.00	1,620.00	1,162.20	457.80	71.74
271-790-881.000	PROGRAMMING	12,000.00	12,000.00	1,178.50	10,821.50	9.82
271-790-915.000	MEMBERSHIPS	1,080.00	1,080.00	0.00	1,080.00	0.00
271-790-921.000	BUILDING ELECTRIC & NATURAL GAS	5,562.00	5,562.00	4,825.37	736.63	86.76
271-790-929.000	UTILITIES	890.00	890.00	217.04	672.96	24.39
271-790-930.000	LAND AND BUILDING REPAIRS	2,160.00	20,000.00	13,894.99	6,105.01	69.47
271-790-933.000	SOFTWARE MAINTENANCE AGREEMENTS	216.00	216.00	63.57	152.43	29.43
271-790-942.000	COMPUTER EXPENSES	3,182.00	3,182.00	255.00	1,905.00	11.81
271-790-943.000	EQUIPMENT RENTALS	10,000.00	10,000.00	3,325.96	(143.96)	104.52
271-790-946.000	ENGINEERING SERVICES	44,496.00	44,496.00	6,866.34	3,113.66	68.66
271-790-952.000	TELECOMMUNICATIONS	1,512.00	1,512.00	29,215.30	15,280.70	65.66
271-790-954.000	FLN DELIVERY	0.00	1,512.00	1,398.00	114.00	92.46
271-790-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS	76,697.00	125,500.00	69,472.00	0.00	100.00
271-790-975.000	BUILDINGS, BUILDING ADDITIONS AND IMPR	0.00	13,185.00	94,108.00	31,392.00	74.99
271-790-980.000	OFFICE EQUIPMENT AND FURNITURE	0.00	13,185.00	13,185.00	0.00	100.00
Total Dept 790 - LIBRARY OPERATIONS		498,272.00	653,660.00	471,983.80	181,676.20	72.21
TOTAL EXPENDITURES						
		498,272.00	653,660.00	471,983.80	181,676.20	72.21
Total Fund 271 - LIBRARY						
TOTAL ASSETS						
				570,583.84		
REG. FUND BALANCE						
				723,916.56		
+ NET OF REVENUES & EXPENDITURES						
			(165,741.00)	(230,907.67)	65,166.67	139.32
= ENDING FUND BALANCE						
				483,008.89		
+ LIABILITIES						
				77,574.95		
= TOTAL LIABILITIES AND FUND BALANCE						
				570,583.84		

Library Statistics

		January	February	March	April	May	June
Total Circulation		33	226	259	182	368	500
Library of Things		0	10	4	12	9	15
Door Count		0	1223	1658	1664	1908	3121*
Library Card Registrations		2	28	23	34	60	59
Library Card Totals		814	839	864	898	644	762
Materials added		386	164	33	100	281	119
Collection Totals		18193	18337	17849	16819	17514	16319
Programs							
Adult		0	2	14	11	20	10
Children		0	6	13	3	18	10
Outreach Programs		0	0	0	1	1	1
MAP checkouts		0	0	0	1	3	2
Overdrive		179	131	145	121	160	163
OD Digital Magazines		13	14	18	21	14	19
Gannet Media		0	0	3	11	-	
Public Computer Sessions		0	212	190	152	205	218
							*inaccurate due to art project by door

Programs and Outreach

Summer Reading is off to a wonderful start. The library participated in the community wide garage sale and Car Cruise. The most common phrase heard was, "We didn't know you were open!" To combat this the library has changed the marquis out front and purchased lawn signs for library patrons to place in their yards.

The library card contest is over and new cards have been ordered.

Staff t-shirts have arrived.

Library Operations

The meeting room is completed.

A proposal for renovating the back work area of the library is attached. This plan would add two workstations and shelves to store library supplies.

Staffing

Jacob Zilinski left the library on June 25. We wish him the best, we will not be filling the position at this time.

Finance

HK Lighting will take the return of outdoor lights at a 25% restock fee. We have until July 15 to accept this offer.

EPL is eligible to join Michigan CLASS which is a government investment pool that other libraries are finding a 4% return on their investment. The funds have immediate liquidity. We may want to join to invest library fund balances in a safe fashion. More information can be found at <https://www.michiganclass.org/>

Mission Statement:

Michigan CLASS will offer public agencies in Michigan a safe, liquid, and competitive investment option. CLASS welcomes all legal public entities without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all Michigan public agencies.

Vision Statement:

Michigan CLASS will strive to be the premier local government investment pool in the state offering investment services that serve the needs of all public entities.

Values:

- Represent and serve the interests of the Participants.
- Maintain the standard of safety.
- Operate in a professional and ethical manner.
- Work in unison with the Administrator to grow and improve the pool.
- Ensure that CLASS is safe, liquid, and offers a competitive return.
- Demand openness and accountability.

What is Michigan CLASS?

Michigan CLASS is a local government investment pool prioritizing safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has strived to provide Michigan public agencies a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to Michigan state laws governing investment options for local agencies. Michigan CLASS is established pursuant to a Participation Agreement (the Agreement) and is governed by a 13-member [Board of Trustees](#) elected by the program Participants (the Participants).

Section 28 of Article 7 of the Michigan Constitution of 1963 provides, among other things, that the legislature may authorize two or more local governmental entities to enter into contractual agreements to provide for the joint administration of functions which each entity would have the power to perform independently and to share in the related costs and responsibilities with each other. In accordance with this constitutional provision and certain statutory provisions incorporated in the Urban Cooperation Act of 1967 of the State of Michigan, the Agreement constitutes an interlocal trust agreement creating a legal entity established for the purpose of facilitating the joint investment of public sector surplus funds. This type of program is included in Public Act 20 as amended in 1997, under Section 1 (1) h.

The program's Investment Advisor is Public Trust Advisors, LLC, and the program's Custodian is Fifth Third Bank.

Who Can Participate?

Participation in Michigan CLASS is available to any county, city, village, township, school district, authority, the state of Michigan, or any other political subdivision organized under the laws of the state of Michigan.



Common FAQs



How can I participate in Michigan CLASS?



Does Michigan CLASS limit the number of subaccounts a Participant can have?



What is the minimum requirement for investing in Michigan CLASS?



There is no minimum investment amount for either of the Michigan CLASS portfolios.



Students from Brenda Hague Academy visiting the library on June 24.



Ashley with a young storytime patron at Pepper Park on June 27.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

06/17/25

Date P-41701

Proposal No. 1

Page

To

Ecorse Public Library
Attn: Suzy Shipman, Director
E: sshipman@ecorse.lib.mi.us

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	<p>In accord with our recent meeting, we are pleased to provide the following proposal, for your consideration:</p> <p>All pricing below includes material, freight and installation by LDA authorized personnel.</p> <p>LDA to provide (2) single face sections of column strip shelving along the wall opposite the back door in the Staffing area. Each section to measure 90" high x 16" deep x 36" wide. (1) section to include (4) 16" deep adjustable shelves and (1) 24" deep worksurface counter under those shelves measuring 36" long, and set at roughly 29" above the floor. The second section to include (5) 16"D adjustable shelves for delivery bins.</p>	2,363.00	2,363.00
2	1	LDA	<p>LDA to provide (2) single face sections of column strip shelving along the wall to the left of the storage door in the Staffing area. Each section to measure 90" high x 16" deep x 36" wide and include (4) 16" deep adjustable shelves for a total of (8). This item to also include (1) 24" deep worksurface counter under those shelves measuring 60" long and mounted at roughly 29" above the floor.</p> <p>NOTES:</p> <p>a) Payment terms are NET 30 days. b) Pricing is good for (30) days and is subject to reconfirmation thereafter. c) Approximate lead-time is (10-12) weeks from receipt of complete order, including final finish selections. d) Pricing is based on the quantities specified above. Any modification may require an updated proposal. e) Finishes to match new shelving provided as part of the renovation.</p>	2,366.00	2,366.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



Telephone: (734) 459-8000

06/17/25
Date P-41701
Proposal No. 2
Page

To

Ecorse Public Library
Attn: Suzy Shipman, Director
E: sshipman@ecorse.lib.mi.us

We propose to furnish the material specified above at the prices quoted under the conditions stated here. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Matt de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date