



Ecorse Public Library

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Ecorse Public Library

Ecorse Public Library Board of Trustees Regular Meeting

Monday, February 10, 2025 @ 6:00pm

Ecorse Public Library

4184 W Jefferson

Ecorse, MI 48229

Agenda

1. Call to order
2. Roll call
3. Approval of agenda
4. Approval of minutes—Revised Jan minutes and Feb minutes need approval Financial report
5. Public comment
6. Director's report
7. Old business
8. New business

The next general meeting will be at 6:00pm on Monday, March 10, 2025 at the Ecorse Public Library.

Staffing

New staff member Bradley Winter has been trained and is an asset to the library. Children's and programming librarian Theodora Rudolph has separated from the library, we wish her the best.

We look forward to having two new librarians join us soon.

Programs and Outreach

Candy guessing jar winner was Kendall Hampton, she picked up her prize of 64 pieces of candy on 2/6.

"What do you love?" heart display has had several participants.

2/7/25 Computer Class was cancelled by the instructor, next class will be held 2/20/25.

Title	Date	Number of attendees
Candy Guessing Jar	10/24-2/25	6
Computer Class	2/6/25	0

Statistics

Download Destination had 179 interactions.

Michigan Activity Pass had 0 users.

EPL circulated 33 items.

350 items were sent out through TLN delivery to other libraries.

5 New library cards were issued the week of 2/4/25

Facebook interactions have declined 61% since December, we have been working on creating content and engaging with users.

Library Operations

The building reopened 2/3/25 to great enthusiasm from the community.

DPW has devoted many hours to cleaning and organizing our basement space.

Fire Chief Wright visited the library on 2/7/25 to conduct an inspection. Several items were cited as issues including emergency lighting, exit signs, and areas where smoke could spread through the building in case of fire. DPW has made notes and called in the electricians to remedy issues.

DTE conducted an energy audit for the building on 2/3/25. New programmable thermostats were installed, as well as, new LED lightbulbs in the basement. This audit and the upgrades were all provided free of charge to the library from DTE. Report attached.

Website was updated to include all board meeting agendas and minutes in compliance with OMA.

Meetings, Workshops, Trainings, etc.

Bradley Winter obtained his level 3 certification from the Library of Michigan.

Suzy Shipman completed the New Director training through Library of Michigan.

All staff is currently certified with LM.

In March, Suzy will begin to attend the new directors workshop through the Library of Michigan.



Small and Medium Business Assessment Report

Prepared For:

CITY OF ECORSE
4184 W JEFFERSON AVE, ECORSE, MI 48229
3133892030

Prepared By:

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2/3/2025

To assist in your energy-saving journey, the attached assessment report includes:

- Energy saving products that were direct installed at no cost to you.
- Recommendations on additional opportunities to save energy.
- Overview of the [DTE Small Business Program](#).

Thank you for participating in the DTE Small Business Program. We appreciate the opportunity to assist your business with opportunities to become more energy efficient

Value of Products Direct Installed Today:	Estimated Direct Installed kWh Savings :	Total Potential Rebate:
\$406	1,158.10 kWh	\$50

ENERGY-SAVINGS TIPS

- ✓ Power down office equipment at night. Office equipment continues to use power even when in sleep mode.
- ✓ Turn off lights when not in use. Adding sensors can help keep lights on when needed and off when they are not.
- ✓ Control the temperature. For every one degree lower in the winter and one degree higher in the summer it can reduce the power your HVAC system uses by up to 10 percent.

Energy Efficient Upgrades Received Today

The energy efficient items listed below were installed during energy assessment and can help you to start saving energy.

	Qty.	Energy Efficient Products	Estimated Retail Value	Estimated kWh Savings *	Estimated Therm Savings
	3	DI - A-lamp replacing Incandescent	\$6	272.1	-
	2	DI-Smart Thermostat - Combo	\$400	886	192
	5	Total	\$406	1158.1	192

* kWh savings will vary depending on customer usage and are using averages

** Therm savings will vary depending on customer usage and are using averages.

Budget

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		END BALANCE 01/31/2025	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			
Fund 271 - LIBRARY						
Assets						
Dept 000						
271-000-001.000	GENERAL CASH			690,972.32		
271-000-001.116	CASH - FRIENDS OF ECORSE PUBLIC LIBRARY			13,285.18		
Total Dept 000				704,257.50		
TOTAL ASSETS				704,257.50		
Liabilities						
Dept 000						
271-000-202.000	ACCOUNTS PAYABLE			1,735.52		
271-000-229.000	EMPLOYER FICA			(897.26)		
271-000-229.001	FEDERAL TAX WH			(323.31)		
271-000-231.026	EQUIVEST AXA EQUITABLE 457B			(865.74)		
Total Dept 000				(350.79)		
TOTAL LIABILITIES				(350.79)		
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	125,145.00	97,978.98	27,166.02	78.29
271-000-410.000	CURRENT PERSONAL PROPERTY TAXES	19,901.00	19,901.00	18,950.72	950.28	95.22
271-000-415.000	ALLOWANCE FOR CHARGEBACKS	0.00	0.00	1,157.27	(1,157.27)	100.00
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	229.00	243.76	(14.76)	106.45
271-000-540.000	LIBRARY STATE AID	9,289.00	9,289.00	4,811.48	4,477.52	51.80
271-000-541.000	PENAL FINES	22,000.00	22,000.00	8,281.45	13,718.55	37.64
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	0.00	200.00	(200.00)	100.00
271-000-665.000	INTEREST INCOME	40,500.00	40,500.00	23,077.88	17,422.12	56.98
Total Dept 000		498,272.00	488,857.00	252,250.86	236,606.14	51.60
TOTAL REVENUES		498,272.00	488,857.00	252,250.86	236,606.14	51.60

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25	2024-25	END BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2025	BALANCE	USED
Fund 271 - LIBRARY						
Expenditures						
Dept 790 - LIBRARY OPERATIONS						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	114,480.00	114,480.00	47,098.49	67,381.51	41.14
271-790-704.000	PART TIME SALARIES	75,500.00	75,500.00	17,833.12	57,666.88	23.62
271-790-705.000	VACATION PAY	11,124.00	11,124.00	4,111.99	7,012.01	36.97
271-790-706.000	HOLIDAY PAY	7,119.00	7,119.00	2,579.68	4,539.32	36.24
271-790-709.000	FICA	13,000.00	13,000.00	4,904.26	8,095.74	37.73
271-790-711.000	MEDICARE	3,100.00	3,100.00	1,146.95	1,953.05	37.00
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	655.60	4,906.40	11.79
271-790-714.000	LONGEVITY PAY	281.00	281.00	300.00	(19.00)	106.76
271-790-716.000	DEFINED CONTRIBUTION PENSION PLAN	12,690.00	12,690.00	5,402.21	7,287.79	42.57
271-790-718.000	HEALTH INSURANCE	22,410.00	22,410.00	11,277.15	11,132.85	50.32
271-790-721.000	CLOTHING ALLOWANCE	864.00	864.00	1,200.00	(336.00)	138.89
271-790-727.000	LIFE INSURANCE	267.00	267.00	86.40	180.60	32.36
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	14,040.64	10,959.36	56.16
271-790-775.000	OTHER MEDIA	1,620.00	1,620.00	(396.54)	2,016.54	(24.48)
271-790-791.000	SUBSCRIPTIONS AND PUBLICATIONS	1,080.00	1,080.00	0.00	1,080.00	0.00
271-790-792.000	BOOKS & PERIODICALS	27,000.00	27,000.00	21,893.05	5,106.95	81.09
271-790-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,500.00	7,500.00	9,461.49	(1,961.49)	126.15
271-790-851.000	MAIL OR POSTAGE	0.00	0.00	800.49	(800.49)	100.00
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	803.50	11,196.50	6.70
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	3,463.14	2,098.86	62.26
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	2,160.00	259.95	1,900.05	12.03
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	2,121.81	1,060.19	66.68
271-790-946.000	ENGINEERING SERVICES	10,000.00	10,000.00	6,467.34	3,532.66	64.67
271-790-952.000	TELECOMMUNICATIONS	44,496.00	44,496.00	27,555.50	16,940.50	61.93
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	0.00	69,472.00	(69,472.00)	100.00
271-790-975.000	BUILDINGS, BUILDING ADDITIONS AND IMPR	76,697.00	76,697.00	0.00	76,697.00	0.00
271-790-980.000	OFFICE EQUIPMENT AND FURNITURE	0.00	0.00	13,185.00	(13,185.00)	100.00
Total Dept 790 - LIBRARY OPERATIONS		498,272.00	498,272.00	271,559.13	226,712.87	54.50
TOTAL EXPENDITURES		498,272.00	498,272.00	271,559.13	226,712.87	54.50
Total Fund 271 - LIBRARY						
TOTAL ASSETS				704,257.50		
BEG. FUND BALANCE				723,916.56		
+ NET OF REVENUES & EXPENDITURES			(9,415.00)	(19,308.27)	9,893.27	205.08
= ENDING FUND BALANCE				704,608.29		
+ LIABILITIES				(350.79)		
= TOTAL LIABILITIES AND FUND BALANCE				704,257.50		