



**Ecorse Public Library**  
4189 W. Jefferson Ave., Ecorse, MI 48229  
Phone: (313) 389-2030  
Fax: (313) 389-2032

### **Ecorse Public Library Agenda**

**Ecorse Public Library Board of Trustees Regular Meeting**

**Monday, February 9, 2026 @ 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**
  - a. January 12, 2026**
  - b. Special Meeting January 21, 2026**
- 5. Financial Report**
  - a. Action Item: Approve/Accept Trial Balance of 12/31/2025**
  - b. Proposed FY26-27 Budget**
- 6. Public comment**
- 7. Director's report**
- 8. Old business**
  - a. Action Item: Close EPL on Saturdays before Monday holidays when the City of Ecorse is closed on those Mondays.**
- 9. New business**
  - a. Memo for new PCs**
- 10. Announcement or comments from Board Members**
- 11. Adjournment**

**The next general meeting will be at 6:00 pm on Monday, March 9, 2026, at the Ecorse Public Library.**

**Date:** 2-6-26

**To:** Ecorse Public Library Board of Trustees

**From:** Kaila Graham, Director

**Re:** Director's Report for February 9, 2026, Board meeting

### **Programs and Outreach highlights:**

Five coats that converted into sleeping bags were given to EPL by the Ecorse Fire Department to distribute to people who could use them. All five were happily accepted by community members. Post Mitten Tree, some donations of hand made items have been received and given to community members.

Kaila Graham participated in the "Budget Blitz" financial literacy activities at Ecorse High School with Community Focus Federal Credit Union on 1/21/26. Through participation in this event, EPL has deepened our partnership with this local organization and have begun exploring opportunities to collaborate on future financial literacy programming.



### **Administration:**

Staff have been partnering with City Clerk Kimberly Whitsett on questions about EPL Board members' terms of service and hope to have information for the Board soon.

The State Aid application has been submitted and the annual report will be presented to the Ecorse City Council at their meeting on February 17, 2026. A copy of the report can be found in your packets.

### **Facilities & Technology:**

There are no specific updates about the back room at this time. Staff are continuing to work with contractors to develop a plan that works best for the needs of the library and complies with accessibility and safety laws and guidelines.

Staff has engaged TLN for a quote on new computers. The attached memo and quotes contain full information. This could be a good way to use the balance from the previous Friends of the Library.

**Finance :**

Once received, the Trial Balance for 12/31/2025 will be shared for your review.

A proposed FY26-27 budget is attached for your review. The City needs information about FY 2026-2027 budgets by February 15th.

**Request to align more closely with the City of Ecorse for Holiday benefits:**

The City of Ecorse Human Resources Policies and Procedures booklet says, "*The City of Ecorse will be closed for normal business to grant holiday time off to all employees on the following days.*" (*24/7 operations will continue to schedule employees to work on these holidays*):

- New Year's Day - Jan. 1
- Birthday of Martin Luther King Jr. - Third Monday in January
- Washington's Birthday - Second Monday in February
- Memorial Day - Last Monday in May
- Juneteenth - Jun. 19
- Independence Day - Jul. 4
- Labor Day - First Monday in September
- Indigenous People's Day - Second Monday in October
- General Election Day - the Tuesday next after the first Monday in November in even-numbered years
- Veteran's Day - Nov. 11
- Thanksgiving Day and the day after - Fourth Thursday and Friday in November
- Christmas Day - Dec. 25
- New Year's Eve - Dec. 31

Five of these are always Monday holidays, which gives City staff who do not work on Saturdays the ability to have a three-day weekend. Since EPL is not open on Mondays but is open on Saturdays, EPL staff propose that EPL be closed on the Saturday before a Monday holiday.

Other holidays move every year, like Independence Day, and may land on Monday. This way, EPL staff would align with other City staff who have a three-day weekend in these cases.

At the June 9, 2025, Board meeting, the Library Board voted to have Friday holiday closures match the City and also be closed on the Saturday, like the City is: "*Should a government holiday fall on a Friday, the Ecorse Public Library will be closed on Friday and the following Saturday. EPL scheduled staff will report for work on Monday during same pay period.*" Staff could also use leave time for Saturday and also have Monday off.

EPL staff appreciate the Board's consideration of this request.

## **Staffing & Training:**

- Kaila Graham began her responsibilities as Library Director on Thursday, January 22nd, 2026 and Michael McDonald began his role as a part-time clerk on Wednesday, February 4th, 2026.
- All staff were registered for “Homeless Training” available to TLN staff through Niche Academy online.
- Information was shared with Michigan library staff by Clare Membiela about ICE. This was shared with the EPL Library Board.
- Celeste Moutos has participated in parts 1 & 2 of the Foundations of the Science of Reading for Library Professionals training series, by The Reading League and offered for free by the Library of Michigan.
- Celeste Moutos has attended a virtual session about incorporating Citizen Science into summer reading programming.



Date: February 9, 2026

To: Ecorse Public Library Board  
From: Kaila Graham, Library Director  
Re: Replacement of PCs

The reasons that patrons come to their public library are varied, but increasingly involve accessing technology and digital resources. People need to find information that can best be found or, in some cases, can only be found online. Younger patrons come in to use the computers for gaming, allowing them to have fun in the library while also connecting with friends near and far. Patrons may also need to do basic computer tasks like logging into email that they cannot do at home because they do not have access to the Internet. Reliable computer access is a critical way that a library can ensure patrons have access to what they need while providing quality customer service.

The Ecorse Public Library has eight(8) public computer stations for patrons to use. The Library also has two(2) computers at the circulation desk and two(2) computers in the back room for Library staff to use for work tasks. However, these computers are now five(5) years old and they are showing their age with regular slow performance, lagging, difficulty connecting to the Internet even when the signal is strong and other devices are not having connectivity issues, and not responding to standard intervention to get back up and running. This presents an issue for patrons who are not able to complete the tasks that they need at the library. This is particularly true during busy times at the library; when most or all computer stations are occupied, even one computer having issues can create a substantial backup. Regularly, at least two public computer stations are not fully functional, meaning that in essence we have six computer stations available for patrons to use that have stable but not great performance. Library staff are regularly being pulled away from other work tasks to work on troubleshooting computer issues, some of which are technologically complicated or cannot be resolved quickly. This results in a delay in accomplishing other important library work, increased wait time for other library patrons, and a less than hoped for experience for patrons and staff alike.

By investing in a new set of public computers, the Ecorse Public Library would be in a better position to provide the public with the resources that they need and move toward a smoother experience for patrons and staff.

Attachments: Ecorse Dell Quote, Jan 30, 2026.pdf; Ecorse Office 2024 Quote, Jan 30, 2026.pdf; US\_QUOTE\_3000198622423.1.pdf

**PRICING PROPOSAL**

**The Library Network**

41365 Vincenti Court Novi, MI 48375  
Phone: 248.536.3100

Kaila Graham  
Ecorse Public Library  
313-389-2030  
kgraham@ecorselibrary.org

**QUOTATION #:** Dell 3000198622423  
**CREATED ON:** 1/30/2026  
**VALID UNTIL:** 2/13/2026

Quote Valid for 14 days

**4184 West Jefferson Avenue**  
**Ecorse/MI/48229**

SALESPERSON	JOB	PAYMENT TERMS	DATE
Damon Dye	TLN-109571	30 Day Net	1/30/2026

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
12	<b>Dell Pro Slim QCS1250</b>	\$684.00	<b>\$8,208.00</b>
			<b>SUBTOTAL: \$8,208.00</b>
			<b>TLN SERVICE FEE: \$247.00</b>
			<b>TOTAL \$8,455.00</b>

Quotation prepared by: **Damon Dye, TLN Technology Services Manager** \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: \_\_\_\_\_

**QUOTE****PRICING PROPOSAL****QUOTATION #:** CDW-G 1CJMLX7**CREATED ON:** 1/30/2026**VALID UNTIL:** 3/1/2026**The Library Network**

41365 Vincenti Court Novi, MI 48375

Phone: 248.536.3100

Quote Valid for 30 days

Kaila Graham  
Ecorse Public Library  
313-389-2030  
kgraham@ecorselibrary.org

4184 West Jefferson Avenue  
Ecorse/MI/48229

SALESPERSON	JOB	PAYMENT TERMS	DATE
Damon Dye	TLN-109571	30 Day Net	1/30/2026

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
12	Microsoft Office Pro Plus 2024	\$66.25	\$795.00
SUBTOTAL:			\$795.00
TLN SERVICE FEE:			N/A
TOTAL			\$795.00

Quotation prepared by: **Damon Dye, TLN Technology Services Manager** \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: \_\_\_\_\_

ECORSE PUBLIC LIBRARY GL NUMBER	PROPOSED LINE ITEM BUDGET DESCRIPTION	FY 25-26	FY 26-27	DIFFERENCE
DEPT 000				
<b>INCOME</b>				
271-000-402.000	CURRENT REAL PROPERTY TAXES	\$131,163	\$137,721	\$6,558
271-000-410.000	CURRENT PERSONAL PROPERTY TAXES	\$18,776	\$19,715	\$939
271-000-411.000	DELINQUENT REAL PROPERTY TAXES			\$0
271-000-415.000	ALLOWANCE FOR CHARGEBACKS		\$888	\$888
271-000-437.000	INDUSTRIAL FACILITY TAX	\$444	\$444	\$0
271-000-445.000	PENALTIES AND INTEREST ON TAXES	\$200	\$200	\$0
271-000-540.000	LIBRARY STATE AID	\$9,600	\$9,600	\$0
271-000-541.000	PENAL FINES	\$8,000	\$8,000	\$0
271-000-556.000	STATE GRANTS - OTHER			\$0
271-000-569.100	QHERPP - EQUIP RENTAL PERSONAL PROPERTY	\$178	\$178	\$0
271-000-569.200	SBTE - SMALL BUSINESS TAXPAYER EXEMPTION	\$206	\$206	\$0
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	\$97,118	\$89,396	-\$7,722
271-000-573.100	LOCAL COMMUNITY STABILIZATION SHARE OVPT	\$165,694	\$165,694	\$0
271-000-629.000	SERVICES RENDERED		\$2,852	\$2,852
271-000-665.000	INTEREST INCOME	\$36,000	\$20,000	-\$16,000
271-000-674.000	CONTRIBUTIONS AND DONATIONS		\$100	\$100
271-000-686.000	OTHER			\$0
271-000-692.000	MISC. REFUNDS AND REBATES			\$0
<b>TOTAL</b>		<b>\$467,379</b>	<b>\$454,994</b>	<b>-\$12,385</b>
<b>EXPENSES</b>				
Dept 790 - LIBRARY OPERATIONS		FY 25-26	FY 26-27	DIFFERENCE
271-790-702.000	WAGES - FULL TIME EMPLOYEES	\$260,000	\$200,000	-\$60,000
271-790-704.000	PART TIME SALARIES	\$24,000	\$36,000	\$12,000
271-790-705.000	VACATION PAY	\$16,000	\$8,000	-\$8,000
271-790-706.000	HOLIDAY PAY	\$16,000	\$8,000	-\$8,000
271-790-709.000	FICA	\$19,600	\$10,069	-\$9,531
271-790-711.000	MEDICARE	\$4,600	\$2,501	-\$2,099
271-790-712.000	CASH IN LIEU OF BENEFITS			\$0
271-790-713.000	OVERTIME SALARIES	\$10,000	\$10,000	\$0
271-790-714.000	LONGEVITY PAY	\$600	\$600	\$0
271-790-716.000	DEFINED CONTRIBUTION PENSION PLAN	\$22,100	\$15,000	-\$7,100

271-790-718.000	HEALTH INSURANCE	\$114,000	\$30,000	-\$84,000
271-790-721.000	CLOTHING ALLOWANCE	\$2,000	\$2,000	\$0
271-790-727.000	LIFE INSURANCE	\$1,000	\$1,000	\$0
271-790-752.000	OFFICE SUPPLIES	\$10,000	\$2,500	-\$7,500
271-790-757.000	SUPPLIES & EQUIPMENT	\$27,000	\$15,000	-\$12,000
271-790-775.000	OTHER MEDIA	\$1,750	\$1,600	-\$150
271-790-791.000	SUBSCRIPTIONS AND PUBLICATIONS	\$1,166	\$1,000	-\$166
271-790-792.000	BOOKS & PERIODICALS	\$35,000	\$35,000	\$0
271-790-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	\$15,000	\$13,000	-\$2,000
271-790-826.000	BANK FEES			\$0
271-790-851.000	MAIL OR POSTAGE		\$1,200	\$1,200
271-790-852.100	CABLE		\$0	\$0
271-790-861.000	TRANSPORTATION - MILEAGE REIMBURSEMENT		\$200	\$200
271-790-870.000	TRAINING	\$5,000	\$3,500	-\$1,500
271-790-881.000	PROGRAMMING	\$12,000	\$10,000	-\$2,000
271-790-915.000	MEMBERSHIPS	\$2,000	\$1,000	-\$1,000
271-790-921.000	BUILDING ELECTRIC & NATRUAL GAS	\$7,000	\$7,800	\$800
271-790-929.000	UTILITIES	\$1,000	\$2,000	\$1,000
271-790-930.000	LAND AND BUILDING REPAIRS	\$5,000	\$5,000	\$0
271-790-933.000	SOFTWARE MAINTENANCE AGREEMENTS	\$1,400	\$500	-\$900
271-790-942.000	COMPUTER EXPENSES	\$1,000	\$2,000	\$1,000
271-790-943.000	EQUIPMENT RENTAL	\$4,000	\$4,000	\$0
271-790-946.000	ENGINEERING SERVICES	\$10,000	\$0	-\$10,000
271-790-952.000	TELECOMMUNICATIONS	\$48,000	\$40,000	-\$8,000
271-790-954.000	TLN DELIVERY	\$1,400	\$1,400	\$0
271-790-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS		\$0	\$0
271-790-975.000	BUILDINGS, BUILDING ADDITIONS AND IMPR		\$0	\$0
271-790-980.000	OFFICE EQUIPMENT AND FURNITURE		\$0	\$0
				\$0
<b>TOTAL</b>		<b>\$677,616</b>	<b>\$469,870</b>	<b>-\$207,746</b>
				<b>\$0</b>
<b>NET OF REVENUES/APPROPRIATIONS -FUND 271</b>		<b>-\$210,237</b>	<b>-\$14,876</b>	<b>\$195,361</b>

**Notes**

This budget does not include the request for new PCs in the COMPUTER EXPENSES line item, as I am proposing that this occur during the current fiscal year.