



Ecorse Public Library

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Ecorse Public Library Agenda

Ecorse Public Library Board of Trustees Regular Meeting

Monday, April 13, 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. March 9, 2026 meeting
5. Financial Report
 - a. On hold pending update from City government
6. Public comment
7. Director's report
8. Old business
9. New business
 - a. Ecorse Public Library Policy
 - i. Updated Security Camera Policy, General Operating Policy, and Violations Policy
 - ii. Update on Immigration and Customs Enforcement (ICE) Policy
 - b. Strategic Planning
 - i. Introductory Report
10. Announcement or comments from Board Members
11. Adjournment

The next general meeting will be at 6:00 pm on Monday, May 11, 2026, at the Ecorse Public Library.

Date: 4-7-26

To: Ecorse Public Library Board of Trustees

From: Kaila Graham, Director

Re: Director's Report for April 13, 2026, Board meeting

Programs and Outreach highlights:

Staff coordinated a Financial Literacy Fair on April 1, 2026 from 4-6pm. Representatives from the Detroit Hispanic Development Corporation, Michigan Department of Treasury, and Community Focus Credit Union offered information and resources about managing debt, saving for children's future, and small business support, and more. We look forward to hosting the Detroit Hispanic Development Corporation and Community Focus Credit Union on April 15 and April 30 as well to continue sharing valuable financial wellness resources with our community members.

Detroit Institute of Arts' Inside|Out program brings reproductions of artwork from the museum's world-class collection to communities in Macomb, Oakland, and Wayne counties every spring and summer since 2010. Ecorse Public Library applied for and was selected to participate in the 2026 season. The reproductions will be available at the Library and five other locations across the City from May-October 2026. On April 9, 2026, Kaila Graham attended an in-person training for this program. We are looking forward to bringing art to the people of Ecorse through this collaboration and will promote more heavily as the dates approach.

Facilities & Technology:

The new PCs are performing well. We were able to connect with TLN tech support more regarding WiFi speeds. They shared that we have the lowest WiFi speed package and it actually isn't offered by TLN as an option any longer. They are doing additional research into how we might be able to upgrade our WiFi package. More information to come.

There are four non-functioning vents in the building, three in the stacks of the Adult Collection and one in the backroom staff working space. Staff confirmed through a consultation with the Department of Public Works (DPW) that these vents are non-functioning and non-structurally necessary, and as such can be removed. Removing these vents would offer several inches of wall space in the backroom and potentially substantial shelving space in the Adult Collection. DPW will be removing these vents as soon as their schedule allows. Staff are following up and will provide more information when available.

Regarding work on the backroom, the most recent update is that we are waiting on the arrival of a part and once that part arrives, the vendors will schedule work.

As an update on getting an HVAC system for the meeting room, staff were able to procure three quotes which have been included in your packets for review.

Finance:

Kaila Graham continued follow up regarding the Penal Fines for FY 25/26 that the Ecorse Public Library had not yet received. After connecting with the appropriate representatives from Wayne County, they confirmed that this was due to an oversight and funds were sent by check in the amount of \$10,003.35. Staff are following up with the City to confirm when funds are received.

Additionally, our first payment due to successful completion of our Annual State Aid report has been distributed. This should amount to approximately \$4000 with the remaining amount planned for distribution in October 2026. The City has been alerted that this payment is coming so that it can be appropriately allotted in the Library's budget.

Shout-Outs

EPL received a donation of 210 books from Community Focus Credit Union, some of which have gone into the collection for borrowers to access. We thanked the Credit Union on our Facebook and elected to provide the books that we did not add to the collection as free books for patrons to take.

Commissioner Cara Clemente also gave the library a shout out in the recent edition of her newsletter, highlighting the State Librarian's Citation of Excellence Award that the library received last year. Her team shared copies with us and they're available on display.

Staffing & Training:

- Kaila Graham attended the virtual Beyond Barriers Conference from Wayne State University, themed around social justice in libraries with theoretical and practical touchpoints.
- Kaila Graham is planning to attend the Michigan Academic Library Association conference in May 2026 and the American Library Association conference in June 2026.

New Business:

- Policies
 - As a follow up from a recent Board meeting, Director Kaila Graham has been working to update Library policies. Three updated policies are attached for your review, with highlighted portions indicating changes that have been made.
 - Additionally, Director Kaila Graham is consulting with legal counsel to develop an

ICE policy for the Library. In the interim, staff are working on developing a procedure to guide staff interactions with ICE and other law enforcement officials. More information to come.

- After reviewing past Board meeting minutes, Director Kaila Graham noted that there was interest in a Financial Policy for the Board. Upon confirming if interest remains, staff can work on developing a draft for the Board.
- Strategic Planning
 - Based on interest in a past Board meeting, Director Kaila Graham has been researching strategic planning for libraries. Included in this Board packet is a preliminary report indicating options for a Strategic Plan and proposed next steps.

Strategic Planning Preliminary Report

I. Introduction.

In early 2026, the Ecorse Public Library Board (“Board”) expressed interest in developing a Strategic Plan for the Ecorse Public Library (“Library”). Strategic Plans serve as a roadmap to align Library services with community needs and provide a vision for the future of the Library. To the best understanding of existing institutional knowledge, the Library has never had a Strategic Plan. Developing a Strategic Plan for the Library could help the organization develop clear goals and objectives that will order the steps of the Library for several years.

II. Purpose

This report serves as a preliminary review of the purpose for developing a Strategic Plan for the Ecorse Public Library. Additionally, this report provides an overview of the resources and investment required to develop a thorough, appropriate, and successful Strategic Plan, while exploring potential challenges that could impact this project.

III. Benefits and Challenges of a Strategic Plan for the Ecorse Public Library

Benefits

- Aligning the work of the Library with Our stated Mission and Values. By developing a plan for the Library with goals and objectives as to how those goals will be achieved, Library staff will ensure that their daily work is advancing the mission of the Library. A Strategic Plan develops a unified

Challenges

- Significant upfront work. Even a basic strategic plan requires a degree of investment, whether that be financial, a draw on staff time and resources, community engagement, and time.

IV. Approaches to Strategic Plans

A. Basic

- Process: Informal
- Indicators: A good plan already exists that may be adapted; no major external or internal factors that may affect the library
- Who: Library Director, Library Board, Library Staff
- Decisions: Based on the committee’s working knowledge and review of existing demographic and library data
- Time Line: Weeks

B. Moderate

- Process: More formal
- Indicators: Complete re-work of its plan is needed and/or the library faces internal or external changes (funding, community growth/decline, etc.)
- Who: Library Director, Library Board, Staff, Community Representatives
- Decisions: Based on a thorough review of demographic and library data; surveys, focus groups, and similar activities
- Timeline: Months

C. Extensive

- Process: Very formal
- Indicators: Library desires extensive process, or anticipates crisis or significant community change
- Who: Planning committee with representatives from all identified stakeholders
- Decisions: Based on extensive review of library and demographic data; information from surveys, focus groups, interviews, etc. with stakeholders and nonusers
- Timeline: Several months to a year

[Moorman, John A. *Running a Small Library: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2006.]

V. Necessary Resource Investment

All options for strategic planning requirement and investment of resources on the part of the Library and Board. Fundamental resources include:

- staff time (particularly as it relates to division of attention from regular Library duties)
- time to develop the plan before implementation
- institutional buy-in to implement the plan successfully
- software for survey development, and
- evaluation software to understand the plan's success

Should the Board elect to pursue a more extensive Strategic Plan, the resources would include all of the above in addition to a financial investment toward hiring consultation services, more sophisticated technology for data collection and evaluation, and time not only of Library staff but other community stakeholders who might be more involved in Strategic Planning.

VI. Recommendations

Any time of plan can ultimately be adapted to work for the needs of the Library and the community, and all approaches have strengths and weaknesses.

Based on the size of the Library, the goals of a Strategic Plan, and the ability of staff at the moment, EPL staff recommend a Moderate plan. A Basic plan could certainly work given the stakeholders most likely to be involved and the size of the organization, but ultimately still offers limited insight into the current and pressing needs of the community. An Extensive plan would not work as EPL is small and does not have the resources to outsource a plan of that detail to an external contractor or to complete a plan of that level internally. Additionally, Extensive plans work best with an organization that has years to spend on the planning stage. While there is no deadline for our Strategic Plan, it is beneficial to move a little faster so that we can be more nimble and agile in responding to the community and actually applying the changes from the information that we gather.

The Moderate plan offers a stable jumping off point to guide the Library unless and until a more Extensive plan might become more possible or appropriate. With a Moderate plan, the Library will be able to directly ask the community what is and isn't working for them, while also having significant input from the Board, Library staff, and community stakeholders.