



BOARD OF TRUSTEES

MANAGEMENT COMMITTEE PACKET

Wednesday, June 18, 2025, at 5:00 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/89453220157>



MANAGEMENT COMMITTEE MEETING

Wednesday, June 18, 2025, at 5:00 PM

Main Library, Community Meeting Room, and remote

Zoom Link: <https://us06web.zoom.us/j/89453220157>

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEER6tmro8>

Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

A. CALL TO ORDER / DECLARATION OF QUORUM

B. LAND ACKNOWLEDGMENT

C. CITIZEN COMMENT

Not to exceed 45 minutes

D. OLD BUSINESS

- a. Trustee Retreat
- b. Board Leadership Succession Planning
- c. New Member Onboarding Process
- d. DEIB Committee Meetings
- e. Fund Balance Policy(ACTION)

E. NEW BUSINESS

- a. Approval of the Substitute Staff Policy (ACTION)

F. ADJOURNMENT

Next Meeting: July 16, 2025, at 5:00 pm via Zoom and hybrid

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



MEMORANDUM

To: Evanston Public Library Management Committee

From: Yolande Wilburn, Executive Director

Subject: Fund Balance Policy

Date: June 18, 2025

Recommended Action

Library staff recommend that the Management Committee approve the Revised Fund Balance and Reserve Policy.

Summary

The Finance Committee reviewed the existing policy and compared it to other library policies in the North Suburban area. Consideration was given to capital project needs, and the policy was revised at the June 12 meeting. If approved by the Management Committee, it is then presented to the full board.

Attachment

Evanston Public Library Fund Balance and Reserve Policy

Evanston Public Library Fund Balance and Reserve Policy

Adopted October 19, 2022 (Updated June 18, 2025)

Library Fund

The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 7 months (58.3%) of anticipated operating expenses for the budget year in the Library Fund.

The Board shall include this policy with other Board policies for a routine review (at least every 3-5 years) to evaluate the anticipated operating expenses and ensure alignment for the operating cost basis for this fund balance target remains appropriate, considering factors such as inflation, operational needs, and strategic priorities.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 7 months (58.3%) recommended maximum, the excess operating fund balance shall be remitted to the Capital Improvement Fund at the close of each fiscal year, following the completion of the annual audit and reconciliation of accounts. At the board's discretion, the budget may also be structured in a deficit to reduce the fund balance.

Capital Improvement Fund

The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.



MEMORANDUM

To: Evanston Public Library Management Committee

From: Nicole Collier, Administrative Lead

Subject: Approval of the Substitute Staff Attendance Policy

Date: June 18, 2025

Recommended Action

Library staff recommend that the board approve revisions to the Substitute Staff Attendance Policy.

Summary

Effective June 11, 2025, all individuals designated as substitutes in the system must work at least once every sixty (60) calendar days to maintain active status. If a substitute does not work during any 60-day period, they will be removed from the system.

Reinstatement after termination will require reapplication and completion of the application and training process, if selected.

Please see the attached revised Substitute Staff Attendance Policy.

Substitute Staff Attendance Policy

(Effective 02/14/2024. Revised 06/18/2025)

Rules for Substitute Shifts:

Each supervisor makes their work area's desk schedule 2-4 weeks in advance. For anticipated substitute shifts (planned vacation, absences, etc.), supervisors will email the substitute's details about the available shifts and will email shift assignments based on the substitute's responses. Substitutes should only say they are available for shifts they are certain they can work.

Supervisors will email shift assignments in a reasonable amount of time after collecting substitute availability. Supervisors will do their best to spread shift assignments out evenly among substitutes. For emergency substitute shifts (illness, etc.), supervisors may email or call substitutes and assign immediately based on a first-come, first-served response system.

Canceling a Shift:

- Once a shift has been assigned to a substitute, if that person cannot cover that shift, for any reason, it is considered a cancellation.
- If more than two shifts are cancelled in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute finds another qualified person to work their shift, this does not count as a cancellation. It is the responsibility of the initial sub to notify the supervisor by email of the swap.
- If a substitute cannot find another qualified person to work their shift, they must give the supervisor at least 48 hours' notice of the cancellation or this will be considered a "no show."

No Call/No Show:

- If a substitute cancels a shift with less than 48 hours' notice or does not show up for an assigned shift 2 times in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute is sick on the day of a shift, this will not count as a no-show, but will still be considered a cancellation.

Late for a Shift:

- If a substitute has to, for any reason, arrive at work after the start of their shift, they must call in as soon as possible, but no later than 15 minutes before normal starting time.
- If a substitute is late 2 times in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available). The third time a substitute qualifies for probation in a rolling 12-month period, their contract with the Library will be terminated.