



**EVANSTON
PUBLIC
LIBRARY**

BOARD OF TRUSTEES

MANAGEMENT COMMITTEE PACKET

Thursday, July 16, 2025, at 5:00 pm
Main Library, Community Meeting Room, and via Zoom

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



ADDENDUM

MANAGEMENT COMMITTEE MEETING

Wednesday, July 16, 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/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. LAND ACKNOWLEDGMENT

Not to exceed 45 minutes

3. CITIZEN COMMENT

4. OLD BUSINESS

- a. New Member Onboarding Presentation
- b. Board Policies (Discussion)
- c. Fund Balance Policy (Discussion)
- d. Approval of the Substitute Staff Policy (ACTION)

5. NEW BUSINESS

- a. Labor Acknowledge (Discussion)
- b. Agenda items for next meeting

6. ADJOURNMENT

Next Meeting: August 20, 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: July 16, 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

Agenda Item 10.A

To: Evanston Public Library Board of Trustees

From: Nicole Collier, Administrative Lead

Subject: Approval of the Substitute Staff Attendance Policy

Date: July 16, 2025

Recommended Action

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

Summary

Effective July 16, 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 Date July 16, 2025)

Scheduling and Shift Assignments

- Each supervisor creates their area's desk schedule 2–4 weeks in advance.
- For **anticipated substitute shifts** (e.g., planned vacations, known absences), supervisors will email substitutes with shift details and collect availability. Shift assignments will be emailed afterward, based on responses received.
- Substitutes should **only indicate availability for shifts they are certain they can cover**.
- Supervisors will make every effort to distribute shifts fairly among available substitutes.
- For **emergency substitute shifts** (e.g., same-day illnesses), supervisors may call or email substitutes and assign shifts immediately, using a **first-come, first-served** response system.

Canceling a Shift

- Once a shift is assigned to a substitute, **any inability to cover the shift is considered a cancellation**, regardless of the reason.
- If a substitute cancels **more than two shifts in a rolling 12-month period**, they will be placed on **one-month probation** (additional shifts will not be offered during that time).
- If a **third cancellation** occurs within the same 12-month period, the substitute will be **removed** from the substitute list.
- If a substitute finds another **qualified substitute** to cover their assigned shift, this **does not count** as a cancellation. The original substitute must **notify the supervisor by email** of the change.
- If no replacement is found, the substitute must notify the supervisor at least **48 hours in advance**. Failure to provide 48 hours' notice will be considered a **no-show**.

No-Call / No-Show

- A **no-call/no-show** is defined as canceling with less than 48 hours' notice or not showing up for an assigned shift.
- If this happens **twice** in a rolling 12-month period, the substitute will be placed on **one-month probation** (additional shifts will not be offered during that time).
- A **third no-call/no-show** within 12 months will result in **removal** from the substitute list.
- If a substitute is **sick on the day of the shift**, it is not considered a no-show, but it **will still count as a cancellation**.

Tardiness

- If a substitute arrives **late to a shift**, they must **call the supervisor** as soon as possible—**no later than 15 minutes before the scheduled start time**.
- If the supervisor is **not contacted within 15 minutes** after the start of the shift, it will be considered a **cancellation** as alternate coverage will need to be arranged.
- If a substitute is late **twice** in a rolling 12-month period, they will be placed on **one-month probation** (additional shifts will not be offered during that time).
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