



**CCS BUDGET AND FINANCE COMMITTEE**  
**CCS Office**  
**3355-J N Arlington Heights Rd. Arlington Heights, IL 60004**

February 14, 2020 10:00 A.M.

1. CALL TO ORDER

M. Jacobsen volunteered to run the meeting in the absence of Committee Chair A. Kim. The meeting was called to order at 10:01 A.M. by M. Jacobsen.

2. ROLL CALL

A. Auston, Wilmette	M. Jacobsen, Zion-Benton
J. Conway, Highland Park	L. Rosenthal, Fox River Valley
J. DiDonato, Round Lake	

Absent: A. Kim, Glencoe; A. Lentine, Lake Villa; R. Malinowski, CCS  
 Also present: K. Hall, Northbrook; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA  
 None.

4. PUBLIC COMMENT  
 None.

5. APPROVE MINUTES OF DECEMBER 18, 2019 MEETING

Auston MOVED, Rosenthal SECONDED to

**APPROVE THE MINUTES OF THE DECEMBER 18, 2019 MEETING.**

MOTION CARRIED BY UNANIMOUS VOICE VOTE

6. FY 20-21 BUDGET REVIEW – President Hall reported on behalf of R. Malinowski that the FY 20-21 budget total is largely unchanged from the previous fiscal year, and that Malinowski requested the Budget and Finance Committee review the draft budget to see if any amounts seemed out of line and to provide feedback on updates they would like to see for the next committee meeting.

Under Electronic Resources, the Budget and Finance Committee requested additional information on Novelist, including how the service is being used, how pricing is determined, and what service is currently being used to provide pictures in the catalog.

There was a discussion about the Development Fund balance, the transfer amount to the Operating Fund and the proposed Development Fund rebate to libraries. The Budget and Finance Committee agreed to leave the proposed rebate at \$200,000 for the



time being and requested additional detail from R. Malinowski regarding the transfer from Operating Fund, Development Fund balance and potential rebate to libraries for the March 5 meeting. L. Rosenthal will send a summary of the committee's Development Fund discussion to R. Malinowski to prepare for the next meeting.

7. FY 20-21 BUDGET NEXT STEPS – R. Malinowski will complete the unfinished portions of the draft budget and prepare additional information regarding the Development Fund and Operating Fund and Novelist for the March 5 meeting.
8. AUDIT SEARCH UPDATE – CCS received responses regarding audit services from Eder, Casella & Co., McClure Inserra and Selden Fox. All three firms have experience with government agencies and are well qualified. McClure Inserra is the only firm to propose a fixed fee with no annual increase. The Executive Committee recommended to the Budget and Finance Committee to stay with McClure Inserra and not make a change at this time, mainly due to the good customer service CCS is currently receiving as well as due to the fact that R. Malinowski has only been working with McClure Inserra since 2016, and CCS is currently going through other changes at this time. The Budget and Finance Committee agreed it was good practice to review audit services and perhaps make a switch with the next review.

DiDonato MOVED, Rosenthal SECONDED to

**ACCEPT A THREE-YEAR CONTRACT WITH MCCLURE INSERRA FOR AUDIT SERVICES.**

Ayes: Auston, Conway, DiDonato, Jacobsen, Rosenthal

Nays: None

Abstain: None

Absent: Kim, Lentine

MOTION CARRIED BY ROLL CALL VOTE

9. NEXT COMMITTEE MEETING – The Budget and Finance Committee will meet next on March 5, 2020 at 10:00 A.M. at the CCS office.
10. ADJOURNMENT

M. Jacobsen adjourned the meeting at 10:42 A.M.