



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

December 11, 2020 1:30 P.M.

1. CALL TO ORDER

Chair M. Jacobsen called the meeting to order at 1:32 P.M.

2. ROLL CALL

A. Auston, Wilmette	M. Dombrowski, Winnetka
J. DiDonato, Round Lake	M. Jacobsen, Lake Villa
J. Dilger, Palatine	A. Kim, Glencoe

Absent: L. Rosenthal, Fox River Valley

Also present: R. Malinowski, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None. R. Malinowski welcomed M. Dombrowski and J. Dilger to the committee.

5. APPROVE MINUTES OF MARCH 5, 2020 MEETING

Auston MOVED, Kim SECONDED to

APPROVE THE MINUTES OF THE MARCH 5, 2020 MEETING.

Ayes: Auston, DiDonato, Dombrowski, Jacobsen, Kim

Nays: None

Abstain: Dilger

Absent: Rosenthal

MOTION CARRIED BY ROLL CALL VOTE

6. REVIEW FY 20-21 BUDGET PROJECTIONS – R. Malinowski issued materials to the committee for review prior to the meeting and provided a high-level review of the FY 20-21 projected budget. Malinowski highlighted areas that might be under budget to date due to COVID-19. Personnel is under budget due to the Cataloger position and Professional Development is under budget due to COVID-19 travel restrictions. CCS staff continue to pursue virtual Professional Development opportunities. Capital spend is under due to difficulty in finding some supplies due to COVID-19. There was agreement by the committee to keep the Capital budget as is, even if under spent this year, as there



will be spend. Overall, the Operating Fund is trending under spend for the year. Malinowski anticipates there will be approximately \$127,000 in excess that could be transferred to the Development Fund.

7. DEVELOPMENT FUND – Malinowski reported that the Development Fund had not been spent down yet this fiscal year, and with the budgeted rebate, the end of year balance will be closer to \$700,000 than \$500,000 as originally anticipated. Some spend is still planned for this fiscal year such as the website redesign project. There is still a healthy excess balance in the Development Fund. The committee agreed they will want to discuss how to handle in future at upcoming meeting.
 - a. Development Fund List – The committee reviewed the FY 20-21 Development Fund list developed last year, which included cost estimates for items listed. There was a discussion about whether app development should remain on the list. The committee agreed that the Governing Board will need to decide if CCS should pursue a system wide app for all libraries. Innovative has an app which could be set up for individual libraries if Governing Board decides not to pursue centrally. R. Malinowski is waiting on a quote from Innovative. The committee agreed to remove the cost for centralized cataloging projects as this is now part of the Operating Fund. The current Development Fund list spend is approximately \$515,000.
 - b. Development Fund Policy – R. Malinowski reported that last fiscal year, this committee considered writing a policy regarding the Development Fund balance. At that time, R. Malinowski spoke with the CCS auditor for feedback, who urged caution regarding language in a policy, expressing concern if a figure is set, then there might be a time when the money is needed. There was a lengthy discussion about the development of a Development Fund policy and how best to structure it. The committee agreed that based on the strategic planning needs assessment from earlier in the year, it is important to have funds to expand services, and that if the Governing Board approves the strategic plan in January, the committee may want to make changes to the Development Fund list. There was agreement to discuss further at the next committee meeting and use the strategic plan for guidance.
8. FY 21-22 BUDGET NEXT STEPS – R. Malinowski will provide an update on the budget progress at the January Governing Board meeting. The Budget and Finance Committee will plan to meet twice in early 2021 in anticipation of presenting a budget for approval at the April Governing Board meeting. R. Malinowski will send the FY 21-22 budget to Governing Board for review in advance of the April meeting.
9. NEXT MEETING – B. Stoneburner will send a Doodle poll to the committee to schedule two meeting dates for late January/early February and March.

10. ADJOURNMENT

Chair M. Jacobsen adjourned the meeting at 2:20 P.M.