



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

April 1, 2021 10:00 A.M.

REMOTE PARTICIPATION

The Budget and Finance Committee met remotely, without a physical quorum present due to the COVID-19 public health emergency.

1. CALL TO ORDER

Chair M. Jacobsen called the meeting to order at 10:02 A.M.

2. ROLL CALL

A. Auston, Wilmette	A. Kim, Glencoe
J. DiDonato, Round Lake	L. Rosenthal, Ela
M. Jacobsen, Lake Villa	

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; S. Murray, Algonquin (joined 10:05)
Absent: J. Dilger, Palatine; M. Dombrowski, Winnetka

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF JANUARY 29, 2021 MEETING

Kim MOVED, Rosenthal SECONDED to

APPROVE THE MINUTES OF THE JANUARY 29, 2021 MEETING.

Ayes: Auston, DiDonato, Jacobsen, Kim, Rosenthal

Nays: None

Absent: Dilger, Dombrowski

MOTION CARRIED BY ROLL CALL VOTE

S. Murray joined the meeting at 10:05 A.M.



6. DEVELOPMENT FUND

- a. Updated Development Fund List – At the last meeting, the Budget and Finance Committee discussed whether to remove the authentication tool for single sign on, and the committee members agreed to request feedback from their staff. After a discussion, the committee agreed to remove authentication tool for single sign on from the Development Fund list.

DiDonato MOVED, Rosenthal SECONDED to

**APPROVE THE UPDATED DEVELOPMENT FUND LIST AS PRESENTED WITH THE
REMOVAL OF AUTHENTICATION TOOL FOR SINGLE SIGN ON.**

Ayes: Auston, DiDonato, Jacobsen, Kim, Rosenthal

Nays: None

Absent: Dilger, Dombrowski

MOTION CARRIED BY ROLL CALL VOTE

- b. Development Fund Policy – R. Malinowski sent to the committee prior to the meeting the updated Fiscal Accountability Policy language regarding Development Fund balance based on the discussion at the last committee meeting. The Budget and Finance Committee agreed that the goal of the policy revision is to maintain a balance of not less than 75% and not more than 150% of the total estimated cost of items on the Development Fund list. The committee agreed with this approach, noting the policy revision will help provide guidelines for an annual review of the Development Fund balance.

Rosenthal MOVED, Kim SECONDED to

**MAKE ADDITIONS TO THE CCS FISCAL ACCOUNTABILITY
POLICY AS PRESENTED.**

Ayes: Auston, DiDonato, Jacobsen, Kim, Rosenthal

Nays: None

Absent: Dilger, Dombrowski

MOTION CARRIED BY ROLL CALL VOTE

7. FY 21-22 BUDGET REVIEW – R. Malinowski reviewed the Operating budget and highlighted minor changes made based on discussion at the last committee meeting. Professional Development was reduced by half from the previous fiscal year and Personnel was adjusted to include two potential changes to benefit elections next fiscal year and a cushion for an unexpected election change. The estimated Operating Fund final balance is calculated at \$568,464.

The committee reviewed the Development Fund budget and discussed whether to include a Development Fund rebate to libraries for FY 21-22. The estimated Development Fund final balance is calculated at \$472,500 with a potential Development Rebate of \$48,210. After a discussion, the committee agreed to include the Development Fund rebate with the last quarterly RAILS rebate to libraries for FY 21-22.



R. Malinowski reported that RAILS is trying to be more equitable in how they calculate the support grant and has changed the metrics used. Malinowski stated that CCS could either request the calculation from RAILS or apply CCS current funding formula to determine the passthrough amounts to libraries. After a discussion, the committee agreed to use the RAILS calculations for the FY22 LLSAP support grant. R. Malinowski will request data from RAILS to calculate and run the ILL and reciprocal borrowing component both as percentage in/percentage out and equally to see the difference and send to the Budget and Finance Committee to review.

OCLC amounts are still a placeholder until CCS receives the final amounts.

There was a discussion around health benefits and what other consortia offer. R. Malinowski to poll other consortia to better understand what they cover for benefits and explore options to join IMRF. R. Malinowski will follow up with Executive Committee and Budget and Finance Committee during the next fiscal year.

8. FY 21-22 MEMBER FEES

- a. Materials Budget – R. Malinowski reviewed the calculations for member fees based on library materials budgets and included an estimated 3.5% increase for OCLC. Some libraries will see a significant change in their OCLC fees largely due to libraries changing their spending patterns related to COVID-19.
- b. Tax Data – CCS is still waiting on Lake County's final distribution of taxes to libraries for 2019. R. Malinowski asked the Budget and Finance Committee their preference to either recommend to Governing Board to use last year's data or include estimates with plan to update with final tax data from Lake County when available. After a discussion, the committee agreed to have R. Malinowski send the budget documents to Governing Board with last year's numbers, with the plan to update if receive Lake County data prior to the April 14 Governing Board meeting.

Rosenthal MOVED, Auston SECONDED to

RECOMMEND TO GOVERNING BOARD TO APPROVE THE FY 21-22 BUDGET AS WRITTEN AND FY 21-22 MEMBER FEES AS ESTIMATED.

Ayes: Auston, DiDonato, Jacobsen, Kim, Rosenthal

Nays: None

Absent: Dilger, Dombrowski

MOTION CARRIED BY ROLL CALL VOTE

9. ADJOURNMENT

Chair M. Jacobsen adjourned the meeting at 11:11 A.M.