



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

March 17, 2022, 1:30 P.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 1:33 P.M.

2. ROLL CALL

A. Auston, Wilmette	M. Jacobsen, Lake Villa
J. DiDonato, Round Lake	C. Lemmer, Lake Forest
J. Dilger, Palatine	L. Rosenthal, Ela
M. Dombrowski, Winnetka	

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

Absent: None

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF JANUARY 22, 2022, MEETING

Dilger MOVED, Rosenthal SECONDED to

**APPROVE THE MINUTES OF THE JANUARY 22, 2022 MEETING.**

Ayes: Auston, DiDonato, Dilger, Dombrowski, Jacobsen, Lemmer, Rosenthal

Nays: None

Abstain: None

MOTION CARRIED BY ROLL CALL VOTE



## 6. FY 22-23 BUDGET UPDATE

- a. Budget – R. Malinowski summarized changes to the budget based on discussion from the previous committee meeting. The Personnel was increased by 4% and the potential insurance increase was reduced. Malinowski proposed keeping the billings portion flat but estimated expenditures will increase. Some costs associated with the addition of Warren-Newport are included in the expenditures but not into the billings at this time. If Warren-Newport does not join, then CCS would not expend those funds. CCS would update if Warren-Newport is added.

R. Malinowski will reword the narrative and update percentage formatting issues for the Governing Board review. C. Lemmer shared with the Budget and Finance Committee prior to the meeting a pay study comparing annual wage increases and change in CPI. M. Jacobsen thanked Lemmer for sharing the data.

- b. Member Fees –R. Malinowski reported that there were a lot of changes in collections budgets reported by the libraries this year, which might partly be due to the improved documentation provided by CCS used to calculate materials budgets as well as a change in library spending versus last year. Malinowski is still waiting to hear from a few libraries. OCLC is estimated at 4% that will be adjusted once CCS receives the final amount from IHLS. This amount might also change with the addition of Warren-Newport.

R. Malinowski reported that an increase in the Development Fund rebate for FY 21-22 was included in the FY 22-23 budget.

Dilger MOVED, DiDonato SECONDED to

**RECOMMEND TO GOVERNING BOARD TO INCREASE THE FY 21-22  
DEVELOPMENT FUND REBATE TO \$181,972.**

Ayes: Auston, DiDonato, Dilger, Dombrowski, Jacobsen, Lemmer, Rosenthal  
Nays: None  
Abstain: None

MOTION CARRIED BY ROLL CALL VOTE

DiDonato MOVED, Dilger SECONDED to

**RECOMMEND TO GOVERNING BOARD TO APPROVE THE FY22-23  
BUDGET AND MEMBER FEES AS PRESENTED.**

Ayes: Auston, DiDonato, Dilger, Dombrowski, Jacobsen, Lemmer, Rosenthal  
Nays: None  
Abstain: None

MOTION CARRIED BY ROLL CALL VOTE



## 7. DEVELOPMENT FUND

- a. Development Fund List – R. Malinowski noted that per the fiscal accountability policy, annually, the Budget and Finance Committee shall review and update a list of potential uses for the Development Fund. The document was updated to include the goal that CCS is to maintain a balance of not less than 75% and not more than 150% of the total estimated cost of all items on the list of potential uses for the Development Fund. The CCS website expense was removed as this work has been completed. The CCS Office Space Relocation Expenses was increased to \$75,000, which includes previous estimate of \$30,000 in moving expenses and the addition of \$45,000 for potential overlap of lease. Potential office build-out costs were not included on the Development Fund list. After a brief discussion there was agreement to include the following items:
- i. Next Gen products from Innovative (FY 2023, 2024, 2025) - \$236,823
  - ii. CCS Office Space Relocation Expenses at end of lease (August 2023) - \$75,000
    - Moving Expenses - \$30,000
    - Potential Overlap of Lease - \$45,000
  - iii. Open-Source Development Resources and app development - \$90,000
  - iv. Potential to offset costs of new library membership - \$35,000 services

Dilger MOVED, Rosenthal SECONDED to

### **APPROVE THE DEVELOPMENT FUND LIST AS PRESENTED.**

Ayes: Auston, DiDonato, Dilger, Dombrowski, Jacobsen, Lemmer, Rosenthal

Nays: None

Abstain: None

Absent: None

### MOTION CARRIED BY ROLL CALL VOTE

8. BANK SERVICES AND FEES PROPOSAL REVIEW – R. Malinowski summarized ongoing service issues CCS had been experiencing with Inland Bank as well as concerns regarding low interest rate and increased fees with Inland Bank. CCS received proposals from four area banks, including Inland Bank, to compare fees and services. Wintrust's proposal included 1.5% cash back on all purchases offered made on the Wintrust credit card to offset a portion of the monthly service fees. CCS also compared options to move from lockbox to remote deposit capture to process library payments.

Rosenthal MOVED, Dombrowski SECONDED to

### **APPROVE THE MOVE TO WINTRUST BANK FOR START OF FY 22-23.**

Ayes: Auston, DiDonato, Dilger, Dombrowski, Jacobsen, Lemmer, Rosenthal

Nays: None

Abstain: None

### MOTION CARRIED BY ROLL CALL VOTE



## 9. ADJOURNMENT

Chair M. Jacobsen commented that this was his last meeting as chair of the Budget and Finance Committee and that if anyone had interest in joining Executive Committee a call for open seats would be sent out by S. Murray.

Jacobsen adjourned the meeting at 2:08 P.M.