



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

January 18, 2023 3:00 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 L. Rosenthal called the meeting to order at 3:01 P.M.

2. ROLL CALL

A. Auston, Wilmette	M. Jacobsen, Lake Villa
J. DiDonato, Round Lake	L. Rosenthal, Ela
M. Dombrowski, Winnetka	A. Todd, Prospect Heights

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

Absent: None

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF MARCH 17, 2022, MEETING

Jacobsen MOVED, Auston SECONDED to

**APPROVE THE MINUTES OF THE MARCH 17, 2022 MEETING.**

Ayes: Auston, DiDonato, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

MOTION CARRIED BY ROLL CALL VOTE

A request was made to update the minutes to correctly state 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. Drafted minutes incorrectly stated “note” more than 150%. The approved minutes will reflect this correction.



## 6. FY 23-24 BUDGET DRAFT AND PLAN

- a. Budget – R. Malinowski presented the FY 23-24 budget draft and highlighted areas with potential changes or where CCS was still working to confirm amounts. R. Malinowski requested feedback on the personnel line from the committee regarding projected staff increases at their libraries for the next fiscal year. Committee members reported projected increases between 3.5% - 4.5%. After a discussion there was consensus to leave as budgeted for the time being then revisit with other budget revisions.

Malinowski reported that CCS continues to explore options regarding the colocation space and moving equipment back to the CCS office and will provide an update regarding colocation services and data hardware at the next meeting.

After a discussion there was agreement to keep Comprise renewal costs in the budget as CCS and libraries determine next steps regarding ePay.

Malinowski reported that Capital was overbudget on office hardware for FY 22-23 with the purchase of new training laptops. Warren-Newport will have a combination of virtual and in-person training.

Malinowski included a new tab in the budget document to detail office rent with the transition to the new space. Rent at the Arlington Heights office will run through August 2023 and rent at the new space should begin March 2024 upon conclusion of nine months of rent abatement.

Next steps for the budget will be to finalize budget lines, review the updated list of potential Development Fund use and discuss any potential rebate to libraries at the next Budget and Finance Committee meeting.

- b. Member Fees – R. Malinowski does not project an increase in overall library billings and that libraries should see a decrease in CCS membership with the addition of Warren-Newport Public Library. Malinowski will confirm the Innovative agreement and scheduled increases for the next committee meeting.

7. CCS EPAY ACCOUNT – R. Malinowski is scheduled to attend ePay training on January 20<sup>th</sup>. Once the CCS account has been set up, CCS will provide documentation and demonstration to member libraries interested in using ePay.
8. NEXT MEETING – The committee agreed to meet next in early March to review updates to the FY 23-24 budget. This would still allow time for an additional meeting, if necessary, prior to sending the budget to the Governing Board for approval in April. R. Malinowski and B. Stoneburner will send a doodle poll with potential dates.



9. ADJOURNMENT

Dombrowski MOVED, DiDonato SECONDED to

**ADJOURN THE MEETING AT 3:50 P.M.**

Ayes: Auston, DiDonato, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

MOTION CARRIED BY ROLL CALL VOTE