



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

March 10, 2023, 9:30 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 L. Rosenthal called the meeting to order at 9:30 A.M.

2. ROLL CALL

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

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF JANUARY 18, 2023, MEETING

Dombrowski MOVED, Jacobsen SECONDED to

APPROVE THE MINUTES OF THE JANUARY 18, 2023, MEETING.

Ayes: Auston, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

Absent: DiDonato

MOTION CARRIED BY ROLL CALL VOTE



6. FY 2023-2024 BUDGET UPDATE

- a. Budget – R. Malinowski issued the second draft of the FY 2023-2024 budget to the committee prior to the meeting and touched upon areas of potential changes to spend. Malinowski reported that a transfer to the Development Fund was not budgeted for FY 22-23 but based on targeted spend there would be room if the committee decided to do a transfer for FY 22-23 and include in FY 23-24 budget.

There is a slight increase in Professional Development as CCS staff begin attending conferences again. Meeting space rental at the new office building is also included in this increase.

Malinowski reported that Capital will be overbudget for FY 22-23 to purchase new laptops to use for Warren-Newport training. This spend was originally planned for FY 23-24. CCS will decommission the colocation space with the office move so this spend will be \$0.00 for FY 23-24.

Malinowski will review and confirm the formatting and figures included in Personnel and Insurance for the next Budget and Finance Committee meeting.

- b. Member Fees – R. Malinowski reported that library billings should remain flat for the next fiscal year but that the OCLC amounts will not be finalized until May. Warren-Newport is included in the billing.

7. DEVELOPMENT FUND

- a. Development Fund List – R. Malinowski issued the updated Development Fund list to the committee prior to the meeting. There was a lengthy discussion about OCLC and new members and the fluctuation libraries see in OCLC fees when new libraries join. Malinowski is waiting on a quote from OCLC as Waukegan is not currently an OCLC library. There was a discussion about options to use the Development Fund to potentially offset OCLC costs for new libraries to join CCS. CCS is exploring SkyRiver as an alternative to OCLC.

Chair Rosenthal stated it would be helpful to include a discussion on OCLC with the Governing Board to discuss the bigger picture beyond just the budget. Malinowski will continue to work on getting a quote from OCLC for reduced services and work on projections to use the Development Fund to offset OCLC costs.

The committee agreed not to take action on the FY 23-24 Budget or Development Fund while R. Malinowski confirms budget line items and finalizes costs from OCLC.

8. CCS EPAY ACCOUNT – R. Malinowski discussed at the last Budget and Finance Committee meeting and Executive Committee meeting that CCS would set up an ePay account. Malinowski reviewed with President Smith, who agreed the account set-up should be brought to the Budget and Finance Committee for approval to authorize the



establishment of the ePay account and any related accounts that need to be set up. Chair Rosenthal recommended to include language in motion of the intention to phase out Comprise.

Auston MOVED, Dombrowski SECONDED to

APPROVE TO MIGRATE FROM COMPRISE TO AUTHORIZE THE ESTABLISHMENT OF AN ILLINOIS EPAY ACCOUNT FOR CCS, INCLUDING ANY ADDITIONAL ACCOUNTS OR AGREEMENTS REQUIRED BY ILLINOIS EPAY AND INITIAL FUNDING OF \$500 TO BE SENT FROM THE CCS OPERATING ACCOUNT AT WINTRUST BANK TO THE INB SWEEP ACCOUNT.

Ayes: Auston, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

Absent: DiDonato

9. CONVERT TO ACH PAYMENTS DISCUSSION – L. Rosenthal, R. Malinowski and B. Stoneburner met on March 9th to discuss the process to move to paying more invoices by ACH. Rosenthal reported that the process to convert from two signatures for checks to two signatures for ACH through Wintrust would allow CCS to maintain current internal controls. After a brief discussion the committee agreed it was worth pursuing. R. Malinowski will reach out to the CCS accountant and auditor to ensure checks and balances remain and will draft an updated ACH policy for the next Budget and Finance Committee meeting.
10. NEXT MEETING – B. Stoneburner will send a Doodle poll to schedule the next committee meeting.
11. ADJOURNMENT

Chair Rosenthal adjourned the meeting at 10:43 A.M.