



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

March 28, 2023, 2:30 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 L. Rosenthal called the meeting to order at 2:32 P.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 MARCH 10, 2023, MEETING

Dombrowski MOVED, Jacobsen SECONDED to

**APPROVE THE MINUTES OF THE MARCH 10, 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 RECOMMENDATION

- a. Budget – R. Malinowski issued the third draft of the FY 2023-2024 budget to the committee prior to the meeting. Malinowski reported that there were some changes made to the budget based on discussion at the last committee meeting but that library billings would remain flat. The Salary line was increased due to a previous calculating error and there were some changes to maintenance agreements. Malinowski added additional spending in the Development Fund budget under Site Improvements as recommended by Chair Rosenthal for potential work at the new office space. CCS would discuss with the Executive Committee prior to any spend.
- b. Member Fees – R. Malinowski reported that Warren-Newport was included in the total membership billings but that the library's amount was prorated due to implementation. Malinowski explained how Warren-Newport was calculated and how it would impact other libraries. CCS is still waiting on figures from OCLC but Malinowski reported that most libraries will see an increase in OCLC as Warren-Newport was overpaying by CCS standards. Malinowski will follow up with Winnetka and Warren-Newport regarding materials budget figures.

Todd MOVED, Auston SECONDED to

### **RECOMMEND THE FY 2023-2024 BUDGET AND TOTAL BILLINGS AS PRESENTED TO THE GOVERNING BOARD FOR APPROVAL.**

Ayes: Auston, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

Absent: DiDonato

MOTION CARRIED BY ROLL CALL VOTE

## 7. DEVELOPMENT FUND

- a. Development Fund List – R. Malinowski issued the updated Development Fund list to the committee prior to the meeting. Malinowski added OCLC Smoothing as an additional item to the list. There was a discussion about OCLC pricing and options for libraries. CCS continues to work with OCLC on a quote to reduce services and explore alternatives to OCLC. The committee agreed it was helpful to have OCLC Smoothing as an item on the Development Fund list as an option for discussion and placeholder.

Jacobsen MOVED, Todd SECONDED to

### **APPROVE THE LIST OF POTENTIAL USES OF THE DEVELOPMENT FUND.**

Ayes: Auston, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None



Absent: DiDonato

MOTION CARRIED BY ROLL CALL VOTE

8. FISCAL ACCOUNTABILITY POLICY REVISION – R. Malinowski sent clean and redlined versions of the Governing Board Policies with proposed revisions to the fiscal accountability policy to the committee prior to the meeting. Changes to the fiscal accountability policy included removing the emphasis of checks and focus on ACH payments. Chair Rosenthal commented that the Fiscal Accountability Policy language was broad to explain goals without getting into the procedures. Section 3.e was updated to read as “roll call action shall be taken by governance on all financial matters.”

Additional updates to the Governing Board Policies included changes to language and pronouns and a change in the statutory amount for RFPs to \$25,000.

Dombrowski MOVED, Jacobsen SECONDED to

**RECOMMEND THAT EXECUTIVE COMMITTEE APPROVE THE REVISED  
FISCAL ACCOUNTABILITY POLICY AS AMENDED TO FACILITATE FURTHER USE  
OF ACH PAYMENTS.**

Ayes: Auston, Dombrowski, Jacobsen, Rosenthal, Todd

Nays: None

Abstain: None

Absent: DiDonato

9. ADJOURNMENT

Chair Rosenthal adjourned the meeting at 3:01 P.M.