



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

January 29, 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 10:03 A.M.

2. ROLL CALL

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

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF DECEMBER 11, 2020 MEETING

Kim MOVED, DiDonato SECONDED to

APPROVE THE MINUTES OF THE DECEMBER 11, 2020 MEETING.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. FY 21-22 BUDGET REVIEW – R. Malinowski sent a draft of the FY 21-22 budget to the committee for review prior to the meeting. Malinowski reviewed the budget tabs, highlighting potential changes from the previous year, and answered questions from the committee. The ILS budgeted spend appears to have increased but additional services including licenses are built into this figure. Personnel is higher than previous years due to anticipated salary adjustments as an outcome of the completed benchmarking project



with HR Source. Insurance will increase due to anticipated changes in elections and one additional employee. R. Malinowski will update this figure for the next meeting. R. Malinowski asked the committee what libraries are budgeting for travel due to current travel restrictions. Staff are attending more virtual conferences instead of in-person conferences. After a discussion, Malinowski reported she would reduce the travel spend for the next meeting.

R. Malinowski reported that due to a billing error, CCS has not been billed monthly colocation site costs for almost a year. B. Stoneburner and M. Urbanski are currently working with ICN to address this issue and receive outstanding invoices. A portion of the FY 19-20 budgeted spend will hit in FY 20-21.

The projected Capital spend in FY 20-21 will be less than anticipated largely due to supply issues with this anticipated spend pushed to FY 21-22. M. Urbanski continues to monitor pricing and availability of equipment.

R. Malinowski reported that based on the draft budget there will be a 1.5% increase in library billings but that will be split across more libraries.

J. Dilger asked if the budget included an amount to transfer to Development Fund. R. Malinowski reported that it would depend on the Development Fund balance and that she did not budget a transfer for FY 20-21. Malinowski recommended not to budget a transfer for FY 21-22 either given the current balance. The Treasurer will annually review any Operating income in excess of expenditures and recommend if an unbudgeted transfer is appropriate or if a budgeted amount to transfer should be altered.

7. FY 21-22 BUDGET NEXT STEPS – R. Malinowski will make adjustments to the budget as discussed, add estimated OCLC figures and calculate member billings. R. Malinowski will prepare to have the budget and member fees ready for approval at the March 12 Budget and Finance Committee meeting. CCS usually receives final numbers from OCLC in May.

There was a discussion about the Salary line and potential adjustments to salaries based on the completed benchmarking project. The Budget and Finance Committee agreed it would be best to make adjustments now to salaries not in range and use CPI increase for those already at appropriate salary range.

8. DEVELOPMENT FUND

- a. Development Fund List – R. Malinowski shared the updated Development Fund list and costs assigned to each item. The pilot project to investigate a central cataloger was removed as funds will come from Operating. The committee discussed potentially removing the Single Sign-On project; members will discuss with staff and have a recommendation at the next meeting. R. Malinowski will present an updated list for approval at the next meeting.

R. Malinowski will review with CCS staff before the next committee meeting to see if anything else needs to be added.



- b. Development Fund Policy – R. Malinowski provided a summary of the previous discussions of the Budget and Finance Committee about the potential creation of a Development Fund policy. After a lengthy discussion there was agreement R. Malinowski should draft a policy to review at the next Budget and Finance Committee meeting, as well as review previous rebates paid out to confirm how amount was determined. There was also a discussion about how to divide rebates amongst members and whether the membership fee structure should be applied to rebates instead of equal distribution. Any change to the rebate calculation would be for FY 21-22 and any rebate this year would still be distributed evenly. The FY 2021 projected Development Fund rebate is \$280,000. The committee agreed further discussion was required and that rebates should not be relied upon by the libraries. R. Malinowski will draft options for the next committee meeting.
9. FY 21-22 MEMBER FEES
 - a. Materials Budget – For the OCLC portion of member fees, CCS divides the amount from OCLC to libraries based on each library's materials budget. In the past CCS has provided a worksheet for libraries to self-report their materials budget. R. Malinowski asked the committee if there was a better way to collect or calculate this amount. After a discussion, the committee agreed to keep the current process for collecting materials budget.
 - b. Tax Data – R. Malinowski and B. Stoneburner are in the process of collecting 2019 tax data for the libraries.
10. NEXT MEETING – The Budget and Finance Committee will meet virtually on March 12, 2021 at 1:30 P.M.
11. ADJOURNMENT

Chair M. Jacobsen adjourned the meeting at 11:21 A.M.