

**Canmore Library Board Minutes  
Budget Meeting on Thursday, August 25, 2022**

**CALL TO ORDER: 6:35pm**

**In Attendance:** G. Carling, V. Domingo, K. Marra, A. Baker, W. Fung, E. Lyster, K. Wahl, M. Preston

**Chaired by:** G. Carling

**Absent:** S. Al-Abbasi, J. MacAulay, D. Balmain, T. Madge

**22-08-01 MOTION:** K. Marra moved to accept agenda as amended. Seconded: E. Lyster  
**CARRIED.**

Adoption of the June 2022 minutes was tabled until the September meeting.

**INFORMATION ITEMS:**

**Plan of Service Survey**

The new POS survey (for members and non-members) has been translated in French. Print and digital formats will be available starting in early September. We will run the survey for 4-6 weeks.

**Financials:** The June and July 2022 Financials were presented as informational items.

**TOC Financial Meeting/Budget Amendment Process:**

G. Carling and M. Preston attended a financial/budget meeting with Town Administration on August 22<sup>nd</sup>. This year we are preparing a 4-year budget, 2023 & 2024 are to be approved operating budgets and 2025-2026 are initial planning budgets. The budget is meant to be a "status quo" budget that recognizes a continuation of existing 2022 service levels and programming. Anything new/extra for services, programs and staff should not be included but listed separately from the main budget. The opportunity for a formal budget presentation is not likely but we will include a supporting narrative letter explaining the nuances of our forthcoming budget year including the potential impact of our new Plan of Service. The budget submission to the Town is due on or before September 9<sup>th</sup>.

**NEW BUSINESS:**

**Friends of the Library Financial Support:**

The annual Friends grant for 2023 and the distribution of these funds between the Endowment and a direct donation to the Library was discussed.

**Capital & Operating Reserve:**

An overview of the Library reserve fund was discussed. The Capital and Operating Reserve levels remain the same as last year. As per our agreement with the Town of Canmore surplus funds from the current year will be applied to the following year's budget and not put into the reserve.

**Performance Pay/Bonus Pay/Benefits:**

The Town is currently reviewing their compensation structure and are working with a consultant to implement a step system. The final details of their new system are still being developed and we will get more information once it is available. The Library uses a salary range system and applies a COLA to the base pay each year as per Town guidelines. Bonus and performance pay for the new budget was calculated as per usual guidelines. Benefit rate changes are likely in the coming year. Our Broker will let us know of anticipated changes but, for now, current benefit rates were used to prepare the 2023 budget.

**2023-26 Salary Ranges & COLA:**

The COLA (Cost of Living) rates for 2023 through 2026 were discussed.

**22-08-02 MOTION:** A. Baker moved to accept the 2023 Salary Range with the 5.9% COLA. Seconded: K. Marra. **CARRIED.**

**22-08-03 MOTION:** V. Domingo moved to accept the 2024 Salary Range with the 2.6% COLA. Seconded: K. Wahl. **CARRIED.**

**2023-2026 Draft Budgets:**

The 2023, 2024, 2025 and 2026 budgets were presented for review and discussion.

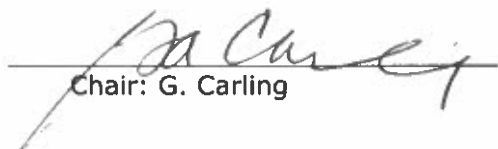
**22-08-04 MOTION:** E. Lyster moved to accept the draft 2023 and 2024 operating budgets and the planning draft budgets for 2025 and 2026 as presented. Seconded: K. Wahl. **CARRIED.**

**ACTION: V. Domingo and M. Preston will complete the budget narrative letter that will accompany the main budget document that is due for submission to the Town on September 9<sup>th</sup>.**

**DATE OF NEXT REGULAR MEETING:** Thursday September 22<sup>nd</sup>, 202 at 6:30p.m. in the Library Meeting Room, and via Zoom.

**22-08-06 MOTION:** V. Domingo moved to adjourn the meeting. **CARRIED.**

Meeting Adjourned at 7pm.

  
Chair: G. Carling

  
Treasurer: V. Domingo

**ACTIONS:**

**-V. Domingo and M. Preston will complete the budget narrative letter that will accompany the main budget document that is due for submission to the Town on September 9<sup>th</sup>.**