**Additional resources**

**Section 9 Chapter L-11 LIBRARIES ACT**

8(1) The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

(3) Council may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s8;2006 c5 s5

**Fiduciary responsibility:**

Duty of Care: Directors have a duty of competence i.e., a requirement to act with a certain level of skill. The duty of care describes the level of attention required of a director and can be described as a “duty to be informed” and to act with competence and diligence. A director must generally be informed about an issue before making a business decision relating to it. However, the law does not require directors to be experts but rather to act in accordance with a particular standard of care.

(<https://capacitycanada.ca/wp-content/uploads/2015/06/20_questions_directors_of_not-for-profit_organizations_should_ask_about_fiduciary_duty.pdf>)

**Budgets can be confusing:**

* Contracting with the municipality for accounting or HR services doesn’t change the board’s responsibility.
* May be developed by staff or by budget committee of the board but must be approved by the whole board.
* General information on budgeting: <https://librarytrustees.ab.ca/budgeting/>
* Free budget templates: <https://excelshe.com/budget-templates/non-profit-budget-templates/>
* Budgeting for not-for-profit organizations: <https://open.alberta.ca/dataset/3808e2a5-9f7e-4b25-91e2-2b081c6887ae/resource/f446c3af-1435-437e-9d8b-600af1757a3c/download/2009-budgeting-nonprofit-boards-information-bulletin.pdf>

**Understanding reserves:**

* Operating Reserves with Nonprofit Policy Examples:

<https://www.propelnonprofits.org/resources/nonprofit-operating-reserves-policy-examples/>

* Example of a financial reservice policy (Edmonton Public Library)

<https://www2.epl.ca/public-files/policies/board-policies/financial_reserve_policy_b-2032.pdf>

**Budget notes:**

Budget notes are intended to help the reader understand any assumptions that have been made when calculating the numbers, and to be clear about what is included or not.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2020 budget** | **2020 actual** | **2021 budget** | **Budget notes** |
| Books | 20,000 | 19,954 | 24,000 | Includes additional $4000 to meet plan of service goal of increasing picture books |
| Electronic resources | 3,000 | 3,000 | 3,030 | Includes 1% increase as recommended by regional library system |
| Rent | 30,000 | 30,312 | 30,000 | Confirmed by landlord until December 31,2021 |
| Utilities | 6,000 | 6,810 | 7,220 | Estimate 6% increase, based on <https://kubyenergy.ca/blog/the-price-of-electricity-is-going-up> |
| Salaries | 268,000 | 268,692 | 273,972 | Includes 2% COLA; does not include summer reading program staff |