

TO: GOVERNING BOARD OF LIBRARY TRUSTEES
 FROM: GREGG ATKINS, DISTRICT LIBRARIAN
 DATE: OCTOBER 29, 2008
 RE: RECOMMENDATION TO REVISE 2008-09 DEVELOPMENT
 IMPACT FEES BUDGET

The Development Impact Fees Budget adopted in June 2008 and then revised on October 16, 2008 needs to be revised to reflect final purchase costs of property which the Board approved in September 2008.

FY 2008-09 DEVELOPMENT IMPACT FEES BUDGET
Dixon Public Library District

9000 Revenue	\$	74,000	
9401 Interest		9,000	
9601 Fees		65,000	
2000 Expense	\$	650	
2235 Solano County Fee		650	
4000 Fixed Assets	\$	1,100,000	1,176,000
4101 Land Expenditures		1,100,000	1,176,000
TOTAL REVENUE	\$	74,000	
TOTAL EXPENSE	\$	1,100,650	1,176,650

The necessary additional funds needed to balance these expenditures in 4000 will come from the unspent fund balance amount of the 428 Facilities Fees account.

I recommend that the Governing Board of Library Trustees approve this proposed additional 2008-09 Development Impact Fees Budget revision.

Approved by a voice vote of _____ on October 29, 2008.

 Shana Levine, President

 Alan Hodge, Secretary

ATTEST: _____
 Gregg T. Atkins, District Librarian

TO: GOVERNING BOARD OF LIBRARY TRUSTEES
 FROM: GREGG ATKINS, DISTRICT LIBRARIAN
 DATE: OCTOBER 29, 2008
 RE: RECOMMENDATION TO REVISE 2008-09 GENERAL OPERATING BUDGET

The General Operating Budget adopted in June 2008 needs to be revised to allow for payment of property purchases (two parcels – 235 N 2nd St. and 255 N. 2nd St.) and for payment of additional costs (inspections, fencing, survey work, insurance, etc.). The necessary additional funds will be transferred from the building fund reserves account, which currently has \$964,967.12.

FY 2008-09 GENERAL OPERATING BUDGET
Dixon Public Library District

4000 Fixed Assets	\$		
4101 Land Expenditures		450,000	
4201 Bldgs & Imprvm		2,500	
4202 Construct in Progr		5,000	50,000
4303 Equipment		8,900	
4304 Computer equipment		2,500	
TOTAL 4000 EXPENDITURES	\$	18,900	513,900

This increase totals \$495,000. The necessary additional funds needed to balance these expenditures in 4000 will come from the unspent fund balance account of 4260735 (“Building Fund”).

I recommend that the Governing Board of Library Trustees approve this proposed 2008-09 General Operating Budget revision.

Approved by a voice vote of _____ on October 29, 2008.

Shana Levine, President

Alan Hodge, Secretary

ATTEST: _____
Gregg T. Atkins, District Librarian

**DIXON PUBLIC LIBRARY
DISTRICT**

**NOTICE
OF SPECIAL MEETING**

**The Governing Board of Library
Trustees will hold
a special meeting**

on

**THURSDAY, OCT. 16, 2008
6:45PM**

at

**180 S. 1st St., Suite 3,
(DUSD Office) Dixon, CA.**

/s/ Shana Levine, President

TO: GOVERNING BOARD OF LIBRARY TRUSTEES

FROM: GREGG ATKINS, DISTRICT LIBRARIAN

DATE: OCTOBER 16, 2008

RE: RECOMMENDATION TO AUTHORIZE MILLER
BUILDING PROPERTY MANAGEMENT ACCOUNT
(CHECKING) AT FIRST NORTHERN BANK

The Miller Building property (200 N. 1st St., Dixon) which the Library District has purchased is a commercial building with four current tenants and the potential for additional tenants. As discussed by the Board, management of this property will require different arrangements than those needed for the other properties which the District has recently acquired.

One such management tool is the establishment of a separate property management account for this enterprise property. This account will serve to deliberately and specifically separate all funds (income and expenditures) related to this property from the Library District's general operating funds and its development impact fee funds. Specifically, this account will cover:

- receipt of rent payments from tenants (income);
- payment of monthly fee to property manager;
- payment of necessary maintenance, upkeep and repair expenses;
- payment of real property taxes; and,
- payment of other property-related costs and services as necessary.

This management arrangement has been discussed with, and approved by, the Library District's fiscal agent (County of Solano). Income and expense will also be tracked through the Library District's usual accounting processes and will appear in the standard financial reports provided by the fiscal agent.

I recommend that the Governing Board of Library Trustees approve the recommendation to authorize a Miller Building Property Management Account (checking) at First Northern Bank, effective November 1, 2008.