

DIXON PUBLIC LIBRARY COMMISSION

DIXON PUBLIC LIBRARY
RESERVE FUND CATEGORIES

EMERGENCY OPERATIONS RESERVES:

\$160,000.00
(target of \$160,000)

Guidance: In the event that all or part of the library's revenue sources should cease, an emergency operations fund would allow the library to continue to operate for a minimum of six months at the current budget level or for a longer period at further reduced levels. This emergency operations period would allow for the regeneration of revenues or for a gradual phasing out of library operations if that alternative became necessary.

MAJOR PROJECT RESERVE:

\$20,000.00

Guidance: This section includes office equipment, data processing hardware and software, furniture, tools and miscellaneous items having a value of \$200.00 or more and a normal useful life of two or more years. Those items would not normally be found in a current year's budget appropriations as part of normal expenditures.

Items currently allocated include:

Shelving	\$5,000.00
Data processing hardware and software	\$10,000.00
Historical file indexing	\$5,000.00

FIXED ASSETS RESERVES:

\$70,000.00

Guidance: This category refers to buildings and grounds and includes the structure, land, equipment and infrastructure used in normal library business operations. Examples are:

Land, which includes: paving, shrubbery, other landscaping, irrigation, plumbing system, etc.

Building, which includes remodeling, roofing, floor covering, exterior and interior painting, ceiling, doors and hardware, windows (hardware and coverings), etc.

Equipment, which includes HVAC, water heaters and coolers, personnel lift, etc.

Infrastructure, which includes plumbing, fire sprinkler system, lighting, electrical, fire and burglar alarm system, etc.

Reserves designated for fixed assets safeguard a sizable investment, provide a planning mechanism for future replacement needs and manage the library's maintenance efforts. Ten per cent of the assessed valuation or not less than \$50,000.00 is recommended to be reserved. Expected expenses planned for this allocation include repairs to and replacement of six HVAC units, a new lift and interior and exterior painting.

Items currently considered are:

HVAC replacement	\$50,000.00
Painting	\$10,000.00
Lift	\$10,000.00

GENERAL RESERVE:

\$350,000.00

Guidance: Funds placed in this category are to be used for unforeseen expenditures during the fiscal year. In the event of revenue shortfall and if the fund balance is not sufficient, then the general Reserve may be encumbered. Funds from the General Reserve may be used for the Facility Master Plan, to waterproof and seal the basement, in a matching grant program or to seek grants. When employees resign, General Reserve funds may be used to satisfy employee accrued leave obligations.

Funds placed in this category include contracted services for professional support of normal library operations. Examples include contracted services for library operations' support, retrospective conversion, on-line services, etc.

Items currently considered are:

Accrued leave	\$15,000.00
Funds for Facility Master Plan	\$70,000.00
Funds for Matching Grants	\$265,000.00

SPECIFIED GIFTS RESERVE (SPECIFIED AND UNSPECIFIED):

none allocated

Guidance: Funds donated to the library from individuals, corporations, businesses, or civic groups are to be used for the purposes as specified by the donation. There are no current appropriations in his reserve account.

TOTAL RESERVES ALLOCATED:

\$600,000.00

Approved by the Library Commission on 16 October 2001