

RESOLUTION OF THE  
BUDGET AND FINANCE COMMITTEE  
OF THE NAVAJO NATION COUNCIL

23<sup>RD</sup> NAVAJO NATION COUNCIL - Second Year, 2016

AN ACTION

RELATING TO HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE AND  
BUDGET AND FINANCE COMMITTEE; APPROVING THE PLAN FOR THE EXPENDITURE  
OF REVENUES FOR THE OFFICE OF NAVAJO NATION LIBRARY

BE IT ENACTED:

Section One. Authority

- A. The Health, Education, and Human Services Committee is a Standing Committee of the Navajo Nation Council. 2 N.N.C. § 400(A).
- B. Health, Education, and Human Services Committee has oversight authority over the Office of Navajo Nation Library, which is under the Department of Dine Education. 2 N.N.C. § 401(C).
- C. The Health, Education, and Human Services Committee has authority and power "to promulgate rules and regulations governing . . . education, human services, and general government services of the Navajo Nation and its tribal organization, entities, and enterprises." 2 N.N.C. § 401(B) (1).
- D. The Budget and Finance Committee is a Standing Committee of the Navajo Nation Council. 2 N.N.C. § 300(A).
- E. The Budget and Finance Committee has the power "[t]o approve Fund Management Plans pursuant to the recommendations of the appropriate oversight committee and affected Division or Branch." 2 N.N.C. § 301(B) (14).

F. The Budget and Finance Committee has the power to "appropriate, allocate, cancel, re-appropriate, and review the use of the Navajo Nation funds received including but not limited to all grants, contracts, gifts and other funds from all sources." 2 N.N.C. § 301(B)(3).

G. The Budget and Finance Committee has approved the Eligibility Criteria for the Expenditure of Revenues Generated by Programs and Departments. Budget and Finance Committee Resolution, BFN-187-03.

## Section Two. Findings

A. A Plan for the Expenditure of Revenues is required where a program or department does not meet the eligibility criteria for the establishment of a Fund Management Plan but collects revenues, such as the collection of fees. Budget and Finance Committee Resolution, BFN-187-03.

B. The Office of the Navajo Nation Library charges fees for certain services. These fees include overdue fines, library card replacements, and faxing and printing services. Since the Navajo Nation Office of the Library generates revenue, it is required to establish legislation for the expenditure of revenues. Budget and Finance Committee Resolution, BFN-187-03.

C. The Office of Navajo Nation Library has submitted the Library's Plan for the Expenditure of Revenues pursuant to BFN-187-03. The Plan is attached as Exhibit A.

D. The Office of Navajo Nation Library's Plan for the Expenditure of Revenues has been reviewed through the Executive Official Review Process pursuant to Executive Order 07-2013. The Executive Official Review documents are attached as Exhibit B.

E. It is in the best interest of the Navajo Nation to approve the Office of Navajo Nation Library's Plan for the Expenditure of Revenues.

Section Three. Approval

A. The Navajo Nation hereby approves the Office of Navajo Nation Library Plan for the Expenditure of Revenues.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting held at Twin Arrows, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed, this 13<sup>th</sup> day of April, 2016.



Honorable Seth Damon, Chairperson  
Budget and Finance Committee

Motion: Honorable Dwight Witherspoon

Second: Honorable Tom T. Chee



**THE  
NAVAJO  
NATION**



Russell Begaye  
President

Jonathan Nez  
Vice-President

February 9, 2016

MEMORANDUM

TO: Honorable Jonathan Hale, Chairman  
Health, Education and Human Services Committee  
Navajo Nation Council

THRU: *Tommy Lewis*  
Dr. Tommy Lewis, Jr., Superintendent of Schools  
Department of Dine Education

FROM: *Irving Nelson*  
Irving Nelson, Program Supervisor  
Office of Navajo Nation Library  
Department of Dine Education

SUBJECT THE OFFICE OF NAVAJO NATION LIBRARY'S FUND MANAGEMENT  
PLAN HAS COMPLETED THE 164 PROCESS AND IS READY FOR  
ACTION BY THE HEALTH, EDUCATION, HUMAN SERVICES  
COMMITTEE OF THE NAVAJO NATION COUNCIL

Attached is the Office of Navajo Nation Library's Fund Management Plan that has completed the 164 process and is now ready for action by the Health, Education and Human Services Committee of the Navajo Nation Council.

Thank you for your assistance in serving as sponsor of this legislation action item.

Please contact me at (928) 871-7303 or 6376 if there are any questions or concerns relative to this matter.

Department of Dine Education  
The Office of Navajo Nation Library  
Business Unit #: 109006  
Plan for the Expenditure of Revenues

I. Establishment

This Plan for the Expenditure of Revenues is established in pursuant to the Navajo Nation policy and procedures to develop a Plan for the Expenditure of Revenues to account for revenue generated by the Office of Navajo Nation Library.

II. Purpose

The purpose of The Office of Navajo Nation Library Fund ("ONNL Fund") is to collect fees for faxing, printing, overdue fines and library card replacement services.

III. Plan of Operation

Pursuant to GSCMY-19-07, the Office of Navajo Nation Library is established and is responsible for providing educational, informational, cultural and recreational materials and services to all residents of the Navajo Nation.

IV. Funding Sources

The following are potential revenue sources that the ONNL Fund will utilize to generate revenue. This list is not comprehensive and may be amended.

a. Faxing (incoming and outgoing)	\$.50 a page
b. Printing (Public Access Computers)	\$.05 a page
c. Library Card Replacement	\$1.00 per replacement
d. Overdue Fines	\$.05 per day

V. Rate/Fee Setting Method and Process

The rates are set, comparable to public libraries on or near the Navajo Nation and do not include an administrative fee.

VI. Purpose for Expenditure of Funds

Fees collected for the ONNL Fund shall be expended specifically for expenditures related to the library services and related operational expenses. Any revenues generated from the service fees will be expended and utilized for costs related to:

- Disposable office supplies (envelopes, photocopy paper, laminating sheets for membership cards) used in mailing overdue notices.

- From time to time, non-Office of Navajo Nation Library books that belong to other libraries are mailed back to their respective libraries. In addition, the library mails books that were borrowed from other libraries through interlibrary loan.
- Emergency purchases are sometimes needed such as: purchase toner cartridges for printers used specifically by library users, rent a carpet cleaning machine and cleaning solutions and cleaning supplies such as, furniture cleaning supplies, Lysol spray and disinfectant wipes.

#### VII. Limitations

The revenue generated by the ONNL Fund is exclusively the property of ONNL. The revenue raised by the ONNL Fund can only be expended on library services related expenses.

#### VII. Compliance

The expenditure and utilization of all revenue generated through fees shall comply with the Navajo Nation law including the Navajo Business Opportunity Act.

#### VIII. Unexpended revenue

Any unexpended revenue generated shall revert to the Navajo Nation General Fund at the end of the fiscal year.

#### IX. Expenditure Requirement

The expenditure and generation of revenues and collection of fees shall comply with sound financial administration including accountability principles. ONNL will utilize the Office of the Controller's established internal process for recording and depositing all revenues generated and fees collected. ONNL's in-house procedures governing expenditures and generation of revenue will be submitted to the Office of the Controller. Such procedures shall ensure the safeguarding of revenues and fees and depositing of such revenues and fees intact into the Navajo Nation's depository account or to the Navajo Nation's Cashier's Section.

#### X. Budget Requirements

The revenues generated and fees collected will be credited to the Office of Navajo Nation Library's general fund budget (Business Unit # 109006) upon receipt by the Office of the Controller's Cashier's Section. Office of Navajo Nation Library shall develop a general fund budget using Navajo Nation Budget Forms at the beginning of the Fiscal Year that includes a conservative projection of the revenues that will be generated.

#### XI. Amendments

The Budget and Finance Committee may amend the Plan for the Expenditure of Revenues for the Office of Navajo Nation Library and related documents upon recommendation by the Office of the Controller and the approval of the Health, Education and Human Services Committee of

the Navajo Nation Council which has oversight authority over the Office of Navajo Nation Library.

Document No. 004998Date Issued: 11/05/2015**EXECUTIVE OFFICIAL REVIEW****EXHIBIT****B**

tabbles

Title of Document: Fund Mgmt Plan for the Ofc NN LibraryContact Name: YAZZIE, KEE IKEProgram/Division: DEPT OF DINE EDUCATIONEmail: jeremygishey@nndode.orgPhone Number: 928-871-7475☐ **Business Site Lease**

Sufficient    Insufficient

- |   |       |             |                          |                          |
|---|-------|-------------|--------------------------|--------------------------|
| 1. Division:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review) |       |             |                          |                          |
| 3. Office of the Attorney General:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Division:                       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☒ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

- |                                     |                           |                       |                                     |                                     |
|-------------------------------------|---------------------------|-----------------------|-------------------------------------|-------------------------------------|
| 1. Office of Management and Budget: | <u>Dhappal - See Memo</u> | Date: <u>11-13-15</u> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Office of the Controller:        | <u>Robert W...</u>        | Date: <u>12-22-15</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. Office of the Attorney General:  | <u>[Signature]</u>        | Date: <u>1/13/16</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

☐ **Navajo Housing Authority Request for Release of Funds**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. NNEPA:                          | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Lease Purchase Agreements**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of the Controller:       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (recommendation only)              |       |             |                          |                          |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Grant Applications**

- |                                     |       |             |                          |                          |
|-------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller:        | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General:  | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

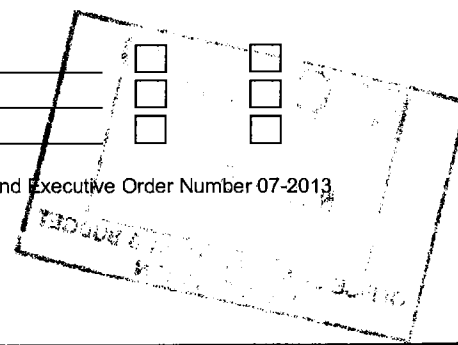
☐ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Division:                       | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Relinquishment of Navajo Membership**

- |                                    |       |             |                          |                          |
|------------------------------------|-------|-------------|--------------------------|--------------------------|
| 1. Land Department:                | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Elections:                      | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: | _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Pursuant to 2 N.N.C. § 164 and Executive Order Number 07-2013





☐ RESUBMITTAL

# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ	
01-12-16 @ 3:12pm	DATE/TIME
<input type="checkbox"/> 7 Day Deadline	
DOC #: 004998	
SAS #:	
UNIT: HSGU	

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE			
DATE OF REQUEST: 1/12/16		ENTITY/DIVISION: Dept. of Dine Ed	
CONTACT NAME: IRVING NELSON		DEPARTMENT: Nav NAT LIBRARY	
PHONE NUMBER: 928 811-7303 or 6376		E-MAIL: irvingnelson@nndoj.org	
TITLE OF DOCUMENT: Office of Navajo Nation Library Fund Management Plan			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 1/13 @ 8:08		REVIEWING ATTORNEY/ADVOCATE: MB	
DATE/TIME OUT OF UNIT: 1/14 @ 1:00g		LS	
DOJ ATTORNEY/ADVOCATE COMMENTS			
Sufficient.			
REVIEWED BY: (PRINT)	DATE / TIME	SUBNAMED BY: (PRINT)	DATE / TIME
Michelle Begay	1/13/16 2:15	Kandis Martinez	1/13/16 2:29pm
DOJ Secretary Called: Irving		for Document Pick Up on 1/14 at 1:00g By: Smith	
PICKED UP BY: (PRINT)		DATE / TIME:	



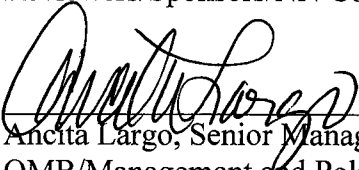
# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

November 13, 2015

## MEMORANDUM:

TO : Reviewers/Sponsors/NN Council Delegates

FROM :   
Ancita Largo, Senior Management Analyst  
OMB/Management and Policy Section

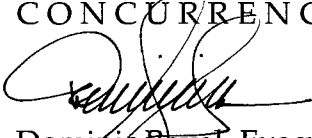
SUBJECT : Document # 004998

The Office of Management and Budget reviewed above subject Section 164 Document according to 12 N.N.C. § 820 (M) and the following are noted on the Navajo Nation Library – Fund Management Plan:

- corrected*
1. The underscored and/or overstrike is used when a resolution is being amended. This Fund Management Plan has not been approved and there are underscore or overstrike being utilized. Is the fund management plan being amended?
  2. Section XI Amendments, states "or other Committee with oversight authority over Office of Navajo Nation Library." needs to be removed as the oversight committee for the Navajo Nation Library is Health, Education and Human Service Committee.
- corrected*

If you have any questions, please contact our office at 928-871-6046/6470.

## CONCURRENCE:

  
Dominic Beyer, Executive Director  
Office of Management and Budget

xc: OMB File





## NAVAJO NATION DEPARTMENT OF JUSTICE

REQUEST  
FOR  
SERVICES

☐ RESUBMITTAL

DOJ
10/27/15 4:25pm
DATE / TIME
RFS #: 15-1993
UNIT: Hsgn

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

## CLIENT TO COMPLETE

DATE OF REQUEST: 10/27/15 ENTITY/DIVISION: Dept of Pine Education  
CONTACT NAME: IRVING NELSON DEPARTMENT: Navajo Nation Library  
PHONE NUMBER: X 7303 or 6376 E-MAIL: irvingnelson@nndode.org

COMPLETE DESCRIPTION OF LEGAL NEED AND SERVICES REQUESTED (attach documents):

The Fund Management Plan for the Office of  
Navajo Nation Library needs to be reviewed

DEADLINE:

REASON:

#168

## DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 10/27/15 @ 5:10

REVIEWING ATTORNEY/ADVOCATE: Michelle

DATE/TIME OUT OF UNIT: 10/28 @ 4:30

PREPARED BY (initial): LS

## DOJ ATTORNEY / ADVOCATE COMMENTS

Please see attached memo.

REVIEWED BY: (PRINT) Michelle Begay

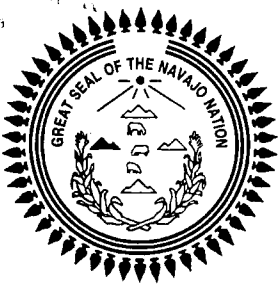
DATE / TIME 10/28/15 4:07

DOJ Secretary Called: Irving

for Document Pick Up on 10/28 at 4:30 By Smith

PICKED UP BY: (PRINT)

DATE / TIME:




**NAVAJO NATION DEPARTMENT OF JUSTICE**  
**OFFICE OF THE ATTORNEY GENERAL**

---

ETHEL B. BRANCH  
ATTORNEY GENERAL

**MEMORANDUM:**

TO: Irving Nelson, Program Supervisor  
Office of Navajo Nation Library/DoDE

FROM:   
Michelle Begay, Attorney  
Human Services & Government Unit/NNDOJ  
Office of the Attorney General

DATE: October 28, 2015

SUBJECT: **RFS # 15-1993 – Fund Management Plan**

The Navajo Nation Department of Justice (NNDOJ) reviewed the Office of Navajo Nation Library's (ONNL) proposed Fund Management Plan. NNDOJ has the following recommendations:

1. Include a statement about the establishment of the fund management plan. This can be done in a separate section or combined with the purpose section.
2. Include the business unit number so that the fund management plan identifies the appropriate account.
3. Under the expenditure of funds, the proposed expenditures for arts and crafts supplies, snacks and incentives may not be related to the fees collected by ONNL.
4. Under budget requirements, NNDOJ recommends adding the following sentence, "The Office of Navajo Nation library shall develop a general fund budget using Navajo Nation Budget Forms at the beginning of the fiscal year that includes a conservative projection of the revenues that will be generated."

Please also see the written comments on the document.

Once the proposed Fund Management Plan is finalized, it requires Executive Official Review by the Office of Management and Budget, the Office of the Controller, and NNDOJ. When review is completed, ONNL should procure a sponsor and request appropriate legislation to establish and approve the fund management plan.

If you have any questions regarding this matter, please contact me at 928-871-6936.

MB/l.s.193

Should these be a section for establishment?

I. Establishment

This fund management plan is established as...

## Department of Diné Education

The Office of Navajo Nation Library

Fund Management Plan

Business Unit #

### I. Purpose

The purpose of The Office of Navajo Nation Library Fund ("ONNL Fund") is to collect fees for faxing, printing, overdue fines and library card replacement services.

### II. Plan of Operation

Pursuant to GSCMY-19-07, the Office of Navajo Nation Library is established ~~and is responsible~~ for providing educational, informational, cultural and recreational materials and services to all residents of the Navajo Nation.

### III. Funding Sources

The following are potential revenue sources that the ONNL Fund will utilize to generate revenue. This list is not comprehensive and may be amended.

a. Faxing (incoming and outgoing)	\$ .50 a page
b. Printing (Public Access Computers)	\$ .05 a page
c. Library Card Replacement	\$1.00 per replacement
d. Overdue Fines	\$ .05 per day

### IV. Rate/Fee Setting Method and Process

The rates are set, comparable to public libraries on or near the Navajo Nation and do not include an administrative fee.

### V. Purpose for Expenditure of Funds

Fees collected for the ONNL Fund shall be expended specifically for expenditures related to the library services and related operational expenses. Any revenues generated from the service fees will be expended and utilized for costs related to:

- Arts and Crafts Supplies, Snacks and Incentives for the annual Summer Reading Program and year-round activities related to Arts and Crafts and Reading Programs. This includes supplies to make puppets for puppet shows and puppet shows when invited by local schools and day care centers.
- Disposable office supplies (envelopes, photocopy paper, laminating sheets for membership cards) used in mailing overdue notices.
- From time to time, non-Office of Navajo Nation Library books that belong to other libraries are mailed back to their respective libraries. (is this interlibrary loan?)
- Emergency purchases are sometimes needed such as: purchase toner cartridges for printers used specifically by library users, rent a carpet cleaning machine and

This might be questionable if a bit unclear how this is related to the fees.

cleaning solutions and cleaning supplies such as, furniture cleaning supplies, Lysol spray and disinfectant wipes.

#### VI. Limitations

The revenue generated by the ONNL Fund <sup>is</sup> ~~are~~ exclusively the property of ONNL. The revenue raised by the ONNL Fund can only be expended on library services related expenses.

#### VII. Compliance

The expenditure and utilization of all revenue generated through fees shall comply with the Navajo Nation ~~Law~~ including the Navajo Business Opportunity Act.

#### VIII. Unexpended revenue

Any unexpended revenue generated shall revert to the Navajo Nation General Fund at the end of the fiscal year.

#### IX. Expenditure Requirement

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#### X. Budget Requirements

The revenues generated and fees collected will be credited to the Office of Navajo Nation Library's general fund budget upon receipt by the Office of the Controller's Cashier's Section.

#### XI. Amendments

The Budget and Finance Committee may amend the Fund Management Plan for the Office of Navajo Nation Library and related documents upon recommendation by the Office of the Controller and the approval of the Health, Education and Human Services Committee of the Navajo Nation Council, or other Committee with oversight authority over the Office of Navajo Nation Library.

*(Business Unit #) Office of NN Library shall develop a general fund budget using NN Budget Forms @ the beginning of FY that includes a conservative projection of the revenues that will be generated.*

*appropriate oversight committee?*

DODE
OMB
Controller
NNDOJ

Department of Dine Education  
The Office of Navajo Nation Library  
Business Unit #: 109006  
Fund Management Plan

I. Establishment

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- |                                       |                        |
|---------------------------------------|------------------------|
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| b. Printing (Public Access Computers) | \$.05 a page           |
| c. Library Card Replacement           | \$1.00 per replacement |
| d. Overdue Fines                      | \$.05 per day          |

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- ~~Arts and Crafts Supplies, Snacks and Incentives for the annual Summer Reading Program and year-round activities related to Arts and Crafts and Reading Programs. This includes supplies to make puppets for puppet shows and puppet shows when invited by local schools and day care centers.~~
- Disposable office supplies (envelopes, photocopy paper, laminating sheets for membership cards) used in mailing overdue notices.
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#### X. Budget Requirements

The revenues generated and fees collected will be credited to the Office of Navajo Nation Library's general fund budget (Business Unit # 109006) upon receipt by the Office of the Controller's Cashier's Section. Office of Navajo Nation Library shall develop a general fund

budget using Navajo Nation Budget Forms at the beginning of the Fiscal Year that includes a conservative projection of the revenues that will be generated.

XI. Amendments

The Budget and Finance Committee may amend the Fund Management Plan for the Office of Navajo Nation Library and related documents upon recommendation by the Office of the Controller and the approval of the Health, Education and Human Services Committee of the Navajo Nation Council, or other Committee with oversight authority over the Office of Navajo Nation Library.



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

RECEIVED  
SEP 23

## MEMORANDUM

TO : Dr. Tommy Lewis, Jr., Superintendent of Schools  
Department of Dine Education

FROM : Irving Nelson  
Irving Nelson, Program Supervisor  
Office of Navajo Nation Library  
Department of Dine Education

SUBJECT : FUND MANAGEMENT PLAN

Attached is the Fund Management Plan that you assigned me to complete. Please be informed that Mr. Kee Ike Yazzie, Senior Planner, Department of Dine Education reviewed the plan and returned it to me with two minor corrections. The corrections were made to the Plan. I will ask Mr. Yazzie for his assistance in getting this document through the legislative approval process by the Navajo Nation Health, Education and Human Services Committee and the Navajo Nation Budget and Finance Committee of the Navajo Nation Council, respectively.

Upon your approval, I will begin the process to get this action item on the Health, Education and Human Services Committee and the Budget and Finance Committee's agenda for legislative approval purposes.

Please contact me at (928) 871-7303 or 6376 if there are any questions and concerns relative to this matter.

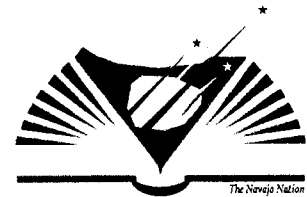
APPROVAL:

Tommy Lewis  
Dr. Tommy Lewis, Superintendent of Schools  
Department of Dine Education



**DEPARTMENT OF DINÉ EDUCATION  
THE NAVAJO NATION**

P.O. Box 670 · Window Rock, Arizona 86515  
PHONE (928) 871 – 7475 · FAX (928) 871 – 7474

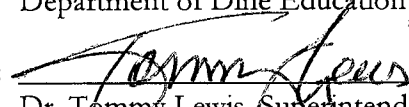


**Russell Begaye  
President**

**Jonathan Nez  
Vice-President**

**MEMORANDUM**

TO : Irving Nelson, Program Supervisor  
Office of Navajo Nation Library  
Department of Diné Education

FROM :   
Dr. Tommy Lewis, Superintendent of Schools  
Department of Diné Education

DATE : September 11, 2015

SUBJECT : Fund Management Plan

It has come to my attention that the Office of Navajo Nation Library charges customers certain fees for services provided, for example; faxing, book fines, and library card replacement. Since the Library generates revenue for these and other administrative services, your program is required to develop a Fund Management Plan and be approved by resolution from the Budget and Finance Committee of the 23<sup>rd</sup> Navajo Nation Council. This is pursuant to Resolution BFN-187-03 (attached).

I am directing you to comply with the Navajo Nation policy and procedures to develop a Fund Management Plan to account for revenue generated by the Library. For your convenience, I have attached an example Plan to use as a guide to develop your Fund Management Plan.

The Fund Management Plan is due to the Administration office for my review and approval by or before Monday, September 28, 2015. Afterwards, you will make the necessary arrangements for approval by the Budget and Finance Committee.

Your immediate attention to this important assignment is appreciated. If you may have any questions, contact Kee I. Yazzie, Sr. Planner at 871.7475.

Attachments (2)

Xc: Timothy Benally, Assistant Superintendent, DODE  
Kee I. Yazzie, Sr. Planner, DODE-Administration  
Chrono

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