

MEMORANDUM

TO: District Library Board
FR: Todd Dunkelberg, Library Director
RE: Budget Process

February 12, 2025

ACTION: APPOINT BUDGET OFFICER

The first step in the budget process is the appointment of the budget officer. Typically, the governing body appoints the chief executive officer as budget officer.

ACTION: ADOPT CALENDAR

The following is a draft schedule for the 2025/2026 Budget.

- * **February 12th** **Library Board Appoints Budget Officer**
- March/April Budget Officer Prepares Budget Proposal
- * **April 9th** **Appoint members to Budget Committee vacancies**
- April 23th Publish First Notice of Budget Committee Meeting
- May 5th Second Notice of Budget Committee Meeting Posted on Website
- May 6th Mail Budget Packet to Budget Committee
- * **May 14th** **Budget Committee Meets**
- Additional Meetings Scheduled as Needed
- May 30th Publish Hearing Notice and Summary
- * **June 11th** **Library Board Adopts Budget**

APPOINT TWO BUDGET COMMITTEE MEMBERS

Two appointments are needed for the Budget Committee:

Name	Term Expires	
Erica Skatvold	6/30/26	Bend
Ashley Carson	6/30/26	Bend
Dan Quick	6/30/25	Bend
Pat Minney	6/30/25	Redmond/Bend
Victoria Gordon	6/30/23	Sisters

Board vacancies are filled following the policy below:

Policy Type: Governance Process

I-K Policy Title: Board Budget Committee Vacancies

Approved: 06/08/2016

The Board will ensure that vacancies for the Board Budget Committee are filled in a timely manner and with equitable geographic representation to the degree possible.

Accordingly,

1. The Budget Committee consists of the Deschutes Public Library Board plus an equal number of appointed electors.
2. "Electors" are registered voters in the district.
3. Electors cannot be officers, agents or employees of the District.
4. Electors are appointed for staggered 3-year terms.
5. All members of the Budget Committee have the same authority.
6. At the direction of the Board president, the Director shall publicly advertise district-wide for applicants for vacant positions.
7. The Board may accept and review written applications from prospective Budget Committee members. Recent past committee members may submit a letter of interest in lieu of application.
8. The Board may review applications and select which applicants to interview.
9. The Board may interview applicants.
10. The Board shall fill the vacant positions by appointment by a majority vote of the Board.
11. If no suitable applicants are identified, the committee could have less than the 10 members but no fewer than six (quorum).

Budget Committee's Duties:

1. Receive and review the budget document.
2. Hear the budget message.
3. Hear and consider public comment.
4. Request and receive additional information as needed.
5. Discuss and revise the budget as needed.
6. Approve the budget.
7. Approve the property tax rate.