# Library Board of Directors
# Regular Meeting Agenda
Tuesday, February 17, 2026, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

**Library Board:**
*Board President:* Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:*
Megan Janik, Yesi Rojas, and Jean Sheppard.

The Hood River County Library District will hold this meeting by offering a hybrid format.
Participants can attend in-person or on Zoom Conferencing. Please use the following phone
number or video link:
1-253-215-8782, https://us02web.zoom.us/j/88987942233, Meeting ID: 889 8794 2233

| | Agenda Items | Action | Responsible |
|---|---|---|---|
| I. | **Call to Order** | | Sara Marsden |
| II. | **Roll call** | | Rachael Fox |
| III. | **Approval of the agenda** (additions/corrections/deletions) | **Motion** | Sara Marsden |
| IV. | **Approval of the consent agenda** | **Motion** | Sara Marsden |
| V. | **Actual or potential conflicts of interest** | | Sara Marsden |
| VI. | **Citizen comment (3 minutes each)** | | Sara Marsden |
| VII. | **Presentation Teen and Tween Services Librarian Elizabeth Backer** | | Elizabeth Backer |
| VIII. | **Reports** | | |
| | **i. December 2025 and January 2026 Financial Statements** | | Rachael Fox |
| | **ii. Friends update** | | Rachael Fox |
| | **iii. Foundation update** | | Rachael Fox |
| | **iv. Director's report** | | Rachael Fox |
| IX. | **Old Business** | | |
| X. | **New Business** | | |
| | **i. Budget Officer, Budget calendar, and Budget Committee approval** | **Motion** | Sara Marsden |
| | **ii. Attorney contract renewal** | **Motion** | Sara Marsden |

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| | **iii. Gardens maintenance contract renewal** | **Motion** | Sara Marsden |
| | **iv. Library website proposals** | **Motion** | Sara Marsden |
| | **v. Exhibits Policy update** | **Motion** | Sara Marsden |
| | **vi. Bilingualism Proficiency Pay Policy update** | **Motion** | Sara Marsden |
| | **vii. Hood River Urban Renewal Agency Fiscal Year 2025-26 Annual Statement** | | Sara Marsden |
| | **viii. Special District Association Oregon (SDAO) Conference 2026 report** | | Yesi Rojas and Rachael Fox |
| **XI.** | **Announcements** | | |
| | **i. Comments from board members** | | All |
| | **ii. Requests/Comments from Library Director** | | Rachael Fox |
| **XII.** | **Agenda items for next meeting** | | Sara Marsden |
| **XIII.** | **Adjournment regular meeting** | | Sara Marsden |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (e) Property
ORS 192.660 (1) (h) Legal Rights
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

# Library Board of Directors
# Regular Meeting Agenda
# Supplementary Information
Tuesday, February 17, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

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| | Agenda Items | Action | Responsible |
|---|---|---|---|
| I. | **Call to Order** | | Sara Marsden |
| II. | **Roll call** | | Rachael Fox |
| III. | **Approval of the agenda** (additions/corrections/deletions) | **Motion** | Sara Marsden |
| IV. | **Approval of the consent agenda**<br>**i. Minutes from the January 20, 2026 regular board meeting**<br>Attachment:<br>• IV.i. Minutes from the January 20, 2026 regular board meeting | **Motion** | Sara Marsden |
| V. | **Actual or potential conflicts of interest** | | Sara Marsden |
| VI. | **Citizen comment (3 minutes each)** | | Sara Marsden |
| VII. | **Presentation Teen and Tween Services Librarian Elizabeth Backer**<br>Librarian Elizabeth Backer will discuss her work at the library as our Teen and Tween Services Librarian. | | Elizabeth Backer |
| VIII. | **Reports** | | |
| | **i. December 2025 and January 2026 Financial Statements**<br>Attachment:<br>• VIII.i.a. December 2025 Financial Statement<br>• VIII.i.b. January 2026 Financial Statement<br><br>We are on track for this time of year. We have completed the | | Rachael Fox |

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| planned $50,000 transfer from the General Fund to the Capital Fund, as designated in the Fiscal Year 2025-26 budget.<br><br>As of January 31, 2026 we have $1,611,160 in total current assets. This includes $1,272,239 for the General Fund, $121,606 for the Grants Fund, and $217,315 for the Capital Equipment Reserve fund. | | |
| **ii. Friends update**<br>• The Friends need volunteer(s) to create displays in the library foyer in August, September, and February.<br><br>• During Hood River County Reads programs, the Friends of the Library will raise funds for the Friends of the Library Pat Hazlehurst Endowment. Pat Hazlehurst was a retired librarian and enthusiastic library supporter who brought the community-wide book distribution concept to the Friends of the Library. She launched the Hood River County Reads program in 2006 and led it until her death in 2010. In her honor, friends and family established an endowment fund at the Gorge Community Foundation, which continues to provide ongoing operating support for the library and its programs. | | Rachael Fox |
| **iii. Foundation update**<br>• The Library Foundation welcomed new Board member Rachael Fuller, who brings a professional background in local government. Fuller served as Hood River City Manager for three years.<br><br>• The Library Foundation is busy planning the Feast of Words fundraiser for Saturday, April 11, 5:30-8:00pm. | | Rachael Fox |
| **iv. Director's report**<br>**ADMINISTRATION**<br><br>• **Training**<br>The Hood River Library will be closed on Thursday, February 19, from 10am to 2pm for staff development. We'll reopen from 2pm to 7pm. Cascade Locks and Parkdale locations will maintain their regular hours. Staff will participate in emergency procedures training and drills, and certification in first aid, CPR, AED, and Narcan administration.<br><br>**PROGRAMS AND EVENTS** | | Rachael Fox |

## Hood River County Reads

Hood River County Reads 2026 invites you to take part in a shared reading experience of *On Gold Hill* by Oregon author Jaclyn Moyer. This memoir traces Moyer's journey of reconnecting with her family's heritage through farming; she follows an heirloom wheat variety with roots in Punjab, India to the fields of California. With themes of sustainable agriculture, immigration, and land stewardship, the book reflects values deeply familiar to all of us in Hood River county - a deep connection to the land and the resilience of families across generations.

We launch on Saturday, February 14 at 2 P.M. with a county-wide book distribution and kick-off celebration at Hood River Library, inviting all to read and reflect together over the next month. A series of free programs at Hood River Library main branch follow, including:

- A panel discussion on family farms in Hood River on Saturday, Feb 21 at 2 PM.
- A storytelling open mic about what drew residents to the Columbia Gorge on Saturday, Feb 28 at 2 PM. Listen to some diverse voices of community members and share your own story.
- A local farm tour focused on sustainable practices on Saturday, March 7 from 11 AM - 1 PM. Sign up here: https://bit.ly/3YSkrD1
- A book discussion at the Hood River Library on Wednesday, March 11 from 12:30-1:30 PM.

Jaclyn Moyer, author, farmer, educator, and 2025 Oregon Book Award winner, who now lives in Corvallis, will join us for two special offerings:

- A writing workshop at Hood River Library on Saturday, March 14, 1:30-3:30 PM.
- An author talk about Moyer's experiences on Sunday, March 15 at 2 PM.

Free books will be available at all Hood River Library locations: Cascade Locks, Parkdale, Bookmobile and the main library in Hood River. Our goal is to foster connection through discussion and reflection. Once you've read *On Gold Hill*, tell a friend, pass it along, and join us at our events.

## Black History Month

Every month, we highlight nationally recognized heritage

months and holidays at our library, providing a platform for celebration and exploration. Many libraries across the nation participate in honoring these same occasions.

This month, we celebrate Black History Month, recognizing the profound contributions of African Americans to the United States. It honors Black people from all periods of American history, including the enslaved people brought from Africa in the early 17th century through to the vibrant Black communities of today.

The Hood River County Library District provides free and equitable access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives, with an emphasis on promoting literacy and equity in library collections, services, and programs.

Discover the diverse range of materials available in our collection. Visit the library, search our online catalog, download ebooks and audiobooks, or stream movies.

## Indian Creek Poetry Walk Come Indoors

For the next two months, our meeting room will host the physical signs from the Indian Creek Trail Poetry Walk, a local project that pairs nature-themed poems with stunning photography by Hood River artists. Stop by to experience these pieces up close and discover what speaks to you, each pairing reveals more with every reading.

## ALL AGES

- **Family Movie Matinee: How To Train Your Dragon (2025)** Saturday, February 14, 2:00pm, Hood River Library Theater Join us in the Hood River Library Theater for a family movie matinee. We'll provide popcorn and plenty of room to spread out and get cozy.

## ADULT PROGRAMS

- **Game Night: Escape Room** Thursday, February 12th, 6pm-7pm, Hood River Library Reading Room Love escape rooms? Come play Unlock, a cooperative, escape room-inspired card game. No experience required; HR Hobbies will be on hand to support. Details and sign up here: https://bit.ly/49QBons

- **How To Winter Book Club** 1st and 3rd Tuesday, 12-1pm, December-February Find warmth and connection this winter through shared reading and reflection. Join Emily Martin for guided meditation and discussion inspired by *How to Winter* by Kari Leibowitz.
- **Free Adult Yoga** Start the new year with yoga at the Hood River Library. Free, open to adults, and all levels welcome. Please bring your own mat. Saturdays, 10:30am-11:30am
    - February 7: Downstairs Meeting Room
    - March 7: Downstairs Meeting Room
    - April 4: Downstairs Meeting Room
- **Hood River Book Club** Second Wednesday, February 11th, 12:30pm, Hood River Library Meeting Room & Zoom This month's book club selection is *My Grandmother Asked Me To Tell You She's Sorry* by Fredrik Backman.
- **Cascade Locks Book Club** Thursday, February 26th, 5:15pm, Cascade Locks Library This month's book club selection is *The Huntress* by Kate Quinn.
- **Writing Group** Every Wednesday at 3 pm in the Hood River Library Columbia Room Creative writing together! Join with fellow writers to work on your craft through prompts and (sometimes) share the results. For more information, please contact Patty Kaplan (310.710.3822).

## TWEEN AND TEEN PROGRAMS

- **Valentine's Crafternoon** Saturday, February 7th, 2-4 PM, Hood River Library Meeting Room Experiment with block printing! Make your own prints, then stamp your art onto canvas bags and cards. All materials included.
- **YA Book Club** Wednesday, February 18th, 4-5pm, Hood River Library Teen Area We'll be discussing *The Left Hand of Darkness* by Ursula Le Guin. All readers welcome!
- **Donuts & Minis** Saturday, February 28th, 10am-12 PM, Hood River Library Meeting Room Can't get enough D&D? Bring your party for donuts and paint some D&D minis while you're catching up and plotting your next campaign. All materials included.
- **Teen Club Ghibli: Ponyo** Saturday, February 28th,

3-5 PM, Hood River Library Theater Do you love the films of Studio Ghibli? Join us for a monthly meet-up to watch the beloved films of Hayao Miyazaki and other animators from this award-winning Japanese studio. We'll also make an easy Ghibli related craft and enjoy a themed snack. Recommended for ages 10+

- **Teen Council and volunteer hours** 1st & 3rd Saturday of the month, 10am-12pm, Hood River Library Teen Area Meet-up with other teen readers and our Teen Services Librarian on the last Saturday of every month to help plan library events and give input on books and materials you would like to see at the library!
- **Magic: the Gathering** Every Friday at 4pm in the Library Theater Program provided by Hood River Hobbies.
- **Dungeons and Dragons** Wednesdays, February 11th & 25th, 5-7pm, Hood River Library Meeting Room/Theater Beginner Dungeons and Dragons group for tweens and teens, led by experienced Dungeon Masters.

## CHILDREN'S PROGRAMS

- **Valentine's Day Craft Bags** Tuesday, February 10 - Saturday, February 14, All locations, as supplies last Spread the love this Valentine's Day with the library's Valentines Craft Bags, brimming with delightful projects that will inspire creativity and joy in every young heart!
- **DoodleClub** Fridays, 3:00pm-4:00pm, Kids Library Outside Makerspace Come join a low key art club of cool kids every Friday afternoon 3-4 pm. We will provide drawing supplies but feel free to supplement with your own!
- **Oregon Battle Of Book Meetings (OBOB)** Fridays at 4pm, Hood River Library Teen Area Our Children's and Teen Services Librarians are hosting drop-in OBOB practice sessions for Hood River County middle schoolers. All middle school students welcome, including homeschoolers and those without a school team.
- **Storytimes Family Storytime – Hood River Library** Thursdays at 10:30 a.m. The storytime is open to all ages. Storytime will feature stories, songs and fun! Literacy enrichment will be at the heart of every session.

Children will learn pre-reading skills, develop an increased vocabulary, and nurture a lifelong love of reading!

## OUTREACH EVENTS

- Friday, February 6th - Providence Down Manor, 10:30-11:30AM - The Bookmobile will be visiting Down Manor.
- Wednesday, February 11th - Hawks Ridge, 11:00-12:00 - The Bookmobile will be visiting Hawks Ridge.
- Friday, February 13th - Mid-Valley Elementary Loteria Night - The library will be present giving out free books and other goodies.
- Friday, February 13th and 27th - Wy'east Middle School - The Bookmobile will be visiting during school lunch hour.

We offer free books through the One Community Health Mobile Health Unit and FISH Food Bank.

We regularly partner with Hood River County School District for classroom visits, school visits to the library, and library card registration drives.

## BOOKMOBILE ROUTE

- **1st Thursday**, 5:00p-6:30pm Pine Grove, Early Intervention, 2405 Eastside Rd
- **2nd Thursday, HOOD RIVER**
    - 2:30-3:30p Pacific Ave (street parking)
    - 3:30-4:30 Mercado Guadalajara
    - 5:00-6:00p Wyeast Vista Apartments, 1800 8th St.
- **3rd Thursday, HOOD RIVER**
    - 2:30p-3:30p Walmart Parking Lot
    - 3:30-4:30p Hood River Crossings Apartments, 3145 Cascade Ave.
    - 5:00p-6:00p Columbia View Apartments, 1695 Oak St.
- **4th Thursday, HOOD RIVER/ODELL**
    - 3p-4p Rockford Grange
- **2nd & 4th Saturday, ODELL**
    - 10:30a-12:00p Mobile Home Park/AGA RD
    - 12:30p-1:30p Community Park, 3163 Tamarack Rd.

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| | • **2:30p-3:30p Mid Valley Market** | | |
| **IX.** | **Old Business** | | Sara Marsden |
| **X.** | **New Business** | | |
| **ii.** | **i. Budget Officer, Budget calendar, and Budget Committee approval**<br>Attachment:<br>   • X.i. Proposed 2026-27 budget calendar<br><br>With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.<br><br>The District does not currently have any open positions on the budget committee. We need to approve current committee members Jen Bayer, Catherine Bourgault, Jazmin Contreras, Jessica Metta, and Eric Stasak.<br><br>In addition, we need to approve the budget officer which is the Library Director.<br><br>I'm asking the board to approve the budget calendar, budget committee, and the budget officer. | **Motion** | Sara Marsden |
| | **ii. Attorney Contract Renewal**<br>Attachment:<br>   ○ X.ii. Attorney contract renewal<br><br>Ruben Cleaveland took over providing service to the District in 2016. Cleaveland's services have been invaluable, and he has also been great to work with. The current municipal rate remains the same at $210 per hour. I recommend we renew the contract for an additional year. | **Motion** | Sara Marsden |
| | **iii. Gardens maintenance contract renewal**<br>Attachment:<br>   ○ X.iii. Garden maintenance contract extension<br><br>Crystal Greens has maintained our grounds since 2021, and I recommend extending our contract for another year. While it's good practice to rebid every three to five years, we last went through that process two years ago. | **Motion** | Sara Marsden |

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| There are two changes to this contract:<br><br>• The Master Gardeners will no longer maintain the two beds in front of the library due to limited volunteer capacity. They will continue providing education programs. Crystal Greens will assume responsibility for these beds.<br>• The monthly cost will increase from $835 to $930. This reflects a regular cost increase of $45 per month, plus an additional $50 per month for maintaining the two beds previously handled by the Master Gardeners.<br><br>I request the board approve the contract extension. | | |
| **iv. Library website proposals**<br>Attachment:<br>    ◦ X.iv.a. Library Market Project proposal<br>       X.iv.b. Renaissance Web solutions proposal<br>    ◦ X.iv.c. Weblix Incorporated proposal<br>    ◦ X.iv.d. Library Market Project proposal Library Calendar<br><br>Last year, the Library Foundation raised $25,000 through the Feast of Words to fund a new library website. We need an updated, modern website that aligns with current standards, making it easier for patrons to locate materials. We also need a robust calendar system with an improved reservation process for our public meeting room, which hosted nearly 500 community meetings last fiscal year. Our current website is a critical information source, receiving 119,972 unique visitors and 272,292 total visits last year, generating 3,937,271 page views.<br><br>I solicited proposals from three companies specializing in library websites:<br><br>1. **Library Market –** Offers high-level, professional website development. This is our top choice because it meets all our needs. The design is ready, with perfected templates and a customizable color palette. The websites are developed by librarians for libraries. The company handles all oversight and maintenance, requiring minimal effort from our staff beyond content updates. The downside is that the library would not own the code, meaning we would pay ongoing annual fees and switching vendors in the future would require building a new website from scratch. However, we would save considerable time and energy by having them manage the website completely, and they ensure ADA compliance with all updates. Our neighbor, The | **Motion** | Sara Marsden |

Dalles Library, has used this platform for several years and has been satisfied with the service and product. Total first year costs: $24,900 for design and development; $2,000 annual fee for maintenance and hosting; $1,500 annual fee for Library Calendar subscription.

- ○ Examples:
    - https://www.wascocountylibrary.com/
    - https://www.coosbaylibrary.org/
    - https://www.homerlibrary.org/

2. **Renaissance Web Solutions** – Provides a basic Wordpress template at an affordable price point. However, it does not meet our goal of creating a dynamic online presence. Costs: $5,995 for website design; $359 annually for hosting; $1,199 per year for maintenance. We would need to maintain and oversee the backend ourselves, which is challenging given our limited staffing. However, we would retain full ownership of all source code. A Library Calendar and room reservation system are not included in the quote.
   - ○ Examples:
       - https://renaissancewebsolutions.com/public-library-website/

3. **Weblinx Incorporated** – Builds custom WordPress websites tailored to each library's needs. Weblinx has designed over 80 library websites. While the product is professional, it is not as streamlined or dynamic as Library Market. As mentioned above, we would need to maintain and oversee the backend ourselves, which is challenging given our limited staffing. However, we would retain full ownership of all source code.

Costs:

- ○ Website design: $16,965
- ○ Annual website hosting: $400
- ○ WordPress CMS and plugin security updates: $275/year
- ○ Daily website backups: $120/year
- ○ AccessiBe accessibility widget: $490/year; $290 integration fee (first year only); $145/year thereafter

    Rather than using Weblinx's calendar option, I recommend the dedicated Library Calendar system from Library Market at $3,500 ($2,000 implementation + $1,500 annual subscription). This specialized tool would allow us to showcase

| | | programs, enable online program registration, and automate our meeting room reservations, replacing our current manual process that relies on Google Calendar. | | |
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| | | Total first-year cost with Weblinx + Library Market Calendar: $21,750, plus website assistance will cost $145 per hour. | | |
| | | Examples: | | |
| | | ○ https://www.lincolntownshiplibrary.org/ | | |
| | | ○ https://www.nileslibrary.org/ | | |
| | | I ask the Library Board to review these proposals. | | |
| | **v. Exhibits Policy update** Attachment: ○ X.v. Exhibits Policy update We have made one change to our Exhibits Policy. We now offer two primary exhibit spaces instead of four. The tables near the main circulation desk are no longer available for exhibits because we use them only for our self check and cataloging stations, and the display case in Library Lane is now reserved for library displays. We continue to offer two excellent exhibit spaces: the meeting room and the long hallway on the lower level (Library Lane). Our legal counsel, Ruben Cleaveland, has reviewed and approved the policy changes. I ask for Library Board approval of the updated policy. | | **Motion** | Sara Marsden |
| | **vi. Bilingualism Proficiency Pay Policy update** Attachment: ○ X.vi. Bilingualism Proficiency Pay Policy I would like to request a change to our Bilingual Proficiency Pay Policy regarding testing levels. I have been assessing whether we selected the correct fluency level. When the Library Board adopted this policy in August 2025, we discussed whether to require Advanced Low or Intermediate High. We chose Advanced Low based on the need for complex conversations. After collecting data and observing our needs, I believe the proficiency requirement too high for our library's actual needs. For our purposes, we need a higher level for speaking but slightly lower levels for writing and reading. | | **Motion** | Sara Marsden |

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| | I propose we adjust the requirements as follows:<br><br>   • Speaking: Advanced Low (current standard)<br>   • Writing and Reading: Intermediate High (one level lower than the current Advanced Low requirement)<br><br>This change will allow us to continue hiring and compensating library team members with excellent skill levels while providing excellent service to our patrons. | | |
| | **vii. Hood River Urban Renewal Agency Fiscal Year 2025-26 Annual Statement**<br>*Attachments:*<br>   • X. vii. Hood River Urban Renewal Agency Fiscal Year 2025-26 Annual Statement<br><br>I have attached the annual statement provided to our Library District regarding the Hood River Urban Renewal agency. | | Sara Marsden |
| | **viii. Special Districts Association Oregon (SDAO) Conference 2026 report**<br>Library Board member Yesi Rojas and Library Director Rachael Fox will share highlights from the sessions they attended at the Special Districts Association of Oregon conference. | | Yesi Rojas and Rachael Fox |
| **XII.** | **Announcements** | | |
| | **i. Comments from board members** | | Board members |
| | **ii. Requests/Comments from Library Director** | | Rachael Fox |
| **XIII.** | **Agenda items for next meeting**<br>   • Policy review<br>   • Library Director evaluation discussion | | Sara Marsden |
| **XII.** | **Adjournment regular meeting** | | Sara Marsden |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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| | Agenda Items | Action | Responsible |
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| **I.** | **Call to Order**<br>Library Board President Sara Marsden called the meeting to order at 7:00pm. | | Sara Marsden |
| **II.** | **Roll call**<br>Fox conducted a roll call. Sara Marsden, Megan Janik, Yesi Rojas and Jean Sheppard were present. Library Director Rachael Fox and Assistant Director Mo Burford were present. Uplift Local Documenter Julie Hatfield was also present. | | Rachael Fox |
| **III.** | **Approval of the agenda** (additions/corrections/deletions)<br>Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, Rojas and Sheppard. | **Motion** | Sara Marsden |
| **IV.** | **Approval of the consent agenda**<br>Janik moved to approve the consent agenda with the December 16, 2025 Library Board meeting minutes. Sheppard seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, Rojas and Sheppard. | **Motion** | Sara Marsden |
| **V.** | **Actual or potential conflicts of interest**<br>None stated | | Sara Marsden |
| **VI.** | **Citizen comment (3 minutes each)**<br>Julie Hatfield stated she was a documenter from Uplift Local and would be taking notes to share information in the community. | | Sara Marsden |
| **VII.** | **Audit report and presentation FY 2024-25**<br>Tiffany Elvrum from Clear Trail CPAs, LLC presented the | | Tiffany Elvrum |

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| | District's independent auditors' report for the July 1, 2024 through June 20, 2025 fiscal year audit via Zoom. Elvrum shared results of the financial statement and compliance audits. The report was included in the library board packet.<br><br>The auditors issued an unmodified opinion on the district's financial statements, meaning they gave a clean opinion. Regarding the compliance audit, the auditors did not detect any problems, issues, misstatements, or other indicators of noncompliance. They found the process to be a smooth audit, and Elvrum thanked Library Director Rachael Fox for her hard work. There were no questions from the Library Board, but Elvrum told the board members they could contact her if any arose later. | | |
| VIII. | **Presentation Teen and Tween Services Librarian Elizabeth Backer**<br>Librarian Elizabeth Backer was unable to attend the meeting and her presentation will be rescheduled. | | Elizabeth Backer |
| IX. | **Reports** | | |
| | **i. November 2025 Financial Statements**<br>There was nothing to add to the written report. | | Rachael Fox |
| | **ii. Friends update**<br>There was nothing to add to the written report. | | Rachael Fox |
| | **iii.  Foundation update**<br>There was nothing to add to the written report. | | Rachael Fox |
| | **iv. Director's report**<br>Rojas suggested the library use a teen intern to help with social media engagement with teens. Fox stated she would pass the suggestion to Teen and Tween Services Librarian Elizabeth Backer. Marsden asked if the library currently had teen interns. Fox stated not at this moment, but the library has had them in previous years and is considering apply for a grant to have a teen intern this summer. Fox stated the library has a Teen Council that could potentially assist with social media engagement. Marsden suggested that perhaps the teens could have their own social media page for the library on Instagram with a librarian overseeing it. Fox stated both were great ideas and would pass them to Backer. Burford commented that the library pays for a texting program that has been the most effective way to contact teens who want to be involved and to remind them of upcoming events.<br><br>Marsden inquired how patrons are counted in the library. Fox stated the library has electronic people counters on the doors | | Rachael Fox |

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| | in Hood River and manually counts patrons in Parkdale, Cascade Locks, and on the bookmobile. Rojas asked if the library has a goal each year for growth. Fox stated no, the library does not have a goal but has had growth year over year since the pandemic. | | |
| | Marsden asked how the library makes room for new items on the shelves. Fox stated the library removes old items at the same rate it brings in new items. Fox explained that the collection averages between 68,000-69,000 printed items, so some items must be removed to make shelving space. The library uses circulation records and other factors to decide which books to pull. Marsden asked if they are donated to Friends of the Library for sale or placed on the free shelf to be given away. Fox confirmed that pulled items are either donated to Friends of the Library for sale or placed on the free shelf to be given away. | | |
| **X.** | **Old Business**<br>None | | Sara Marsden |
| **XI.** | **New Business** | | |
| | **i. Bilingualism Proficiency Pay Policy update**<br>Marsden commented that the change would add American Sign Language (ASL). Fox stated this change aligns with Senate Bill 731. Janik inquired whether there is a standardized test. Fox replied that the standarized test used and the required proficiency level are included in the updated policy.<br><br>Rojas moved to approve the updated Bilingualism Proficiency Pay Policy. Janik seconded the motion. The motion carried unanimously with affirmative votes from Janik, Marsden, Rojas and Sheppard. | **Motion** | Sara Marsden |
| **XII.** | **Announcements** | | |
| | **i. Comments from board members**<br>Rojas asked what procedures the library has in place regarding ICE activity. Rojas expressed concern about someone getting hurt, or a child being left behind if an adult was taken. Fox responded that they don't have any formal training, though they have educated the staff about ICE being allowed in public areas only and are not allowed into staff areas. Fox suggested they talk about this topic more.<br><br>Sheppard stated Fox should also consult legal counsel about procedures. Sheppard also mentioned the possibility of a larger ICE presence in Hood River this spring as the agency receives more funding, and that increases her concerns about | | Board members |

| | | | |
|---|---|---|---|
| | safety.<br><br>Rojas asked if the topic could be mentioned at the staff emergency training later this week. Fox and Burford both said that was a good idea. Marsden mentioned the Hood River Latino Network as a resource for information. Rojas stated the city is working with Next Door to do some training on how to respond. Fox said there will be another staff training regarding emergencies next month, and they will address these concerns at that training, too. | | |
| | **ii. Requests/Comments from Library Director**<br>Fox explained that Baker and Taylor, a major book distributor for libraries, recently closed. Ingram, the remaining large distributor, has been trying to absorb Baker and Taylor's customers but has been overwhelmed with orders. As a result, the library has experienced six-to-eight week delays in receiving printed items, primarily affecting new books. The library has now started to resume regular delivery times. | | Rachael Fox |
| **XIII.** | **Agenda items for next meeting**<br>• Budget calendar, budget officer, and budget committee approval<br>• Attorney contract renewal<br>• Gardens maintenance contract renewal | | Sara Marsden |
| **XII.** | **Adjournment regular meeting**<br>The meeting was adjourned at 7:24pm. | | Sara Marsden |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

    ORS 192.660 (1) (d) Labor Negotiations
    ORS 192.660 (1) (e) Property
    ORS 192.660 (1) (h) Legal Rights
    ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00pm to 9:00pm in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

# HOOD RIVER COUNTY LIBRARY DISTRICT

**Compiled Financial Statements**
**December 31, 2025**

# HOOD RIVER COUNTY
# LIBRARY DISTRICT

## Compiled Financial Statements
## December 31, 2025

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# Onstott, Broehl & Cyphers, P.C.
## Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
JAMES T. BROEHL, c.p.a.
RICK M. CYPHERS, c.p.a.

MEMBERS:
American Institute of c.p.a.'s
Oregon Society of c.p.a.'s

OFFICE:

100 EAST FOURTH STREET
THE DALLES, OREGON 97058
Telephone: (541) 296-9131
Fax: (541) 296-6151

Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying interim financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of December 31, 2025, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and six months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

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*Onstott, Broehl & Cyphers, P.C*
January 28, 2026

# Hood River County Library District
## Balance Sheet - Cash Basis
### December 31, 2025

**ASSETS**

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|---|---|---|---|---|
| Current Assets: | | | | |
| Cash in bank - Columbia Bank | $121,310 | | | $121,310 |
| Cash with Hood River County | 1,224,848 | $106,803 | $218,556 | 1,550,207 |
| Petty cash | 416 | | | 416 |
| Total Current Assets | 1,346,574 | 106,803 | 218,556 | 1,671,933 |
| TOTAL ASSETS | $1,346,574 | $106,803 | $218,556 | $1,671,933 |

**LIABILITIES & FUND BALANCES**

| | | | | |
|---|---|---|---|---|
| Liabilities | | | | |
| Current Liabilities | | | | |
| Payroll liabilities | $2,378 | | | $2,378 |
| Total Current Liabilities | 2,378 | 0 | 0 | 2,378 |
| Total Liabilities | 2,378 | 0 | 0 | 2,378 |
| Fund Balances: | | | | |
| Unassigned | 1,344,196 | 106,803 | 218,556 | 1,669,555 |
| TOTAL LIABILITIES & FUND BALANCES | $1,346,574 | $106,803 | $218,556 | $1,671,933 |

See Independent Accountants' Compilation Report

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# HOOD RIVER COUNTY LIBRARY
## Statement of Revenues, Expenditures, and
## Changes in Fund Balance - Cash Basis
## For the Six Months Ended December 31, 2025

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|---|---|---|---|---|
| **Revenues:** | | | | |
| Donations and grants | $0 | $15,335 | | $15,335 |
| Property tax revenues - current year | 1,211,312 | | | 1,211,312 |
| Property tax revenues - prior year | 7,650 | | | 7,650 |
| Fines and fees | 3,095 | | | 3,095 |
| Intergovernmental revenue | 511 | | | 511 |
| Interest revenue | 21,107 | | $3,281 | 24,388 |
| Grants and donations | 0 | | | 0 |
| Miscellaneous | 0 | | | 0 |
| Total Revenues | 1,243,675 | 15,335 | 3,281 | 1,262,291 |
| **Expenditures:** | | | | |
| Personal services: | | | | |
| Wages and salaries | 311,363 | | | 311,363 |
| Employee benefits | 115,849 | | | 115,849 |
| Other | 2,500 | | | 2,500 |
| Total Personal Services | 429,712 | 0 | 0 | 429,712 |
| Materials and services: | | | | |
| Bank charges | 421 | | | 421 |
| Bookmobile | 3,101 | | | 3,101 |
| Building rental | 11,737 | | | 11,737 |
| Building maintenance | 20,619 | 1,675 | | 22,294 |
| HVAC | 13,865 | | | 13,865 |
| Elevator | 1,268 | | | 1,268 |
| Telephone | 4,439 | | | 4,439 |
| Internet | 3,848 | | | 3,848 |
| Collection development | 43,608 | 11,754 | | 55,362 |
| Technology | 13,156 | | | 13,156 |
| Accounting and auditing | 21,195 | | | 21,195 |
| Courier | 1,902 | | | 1,902 |
| Custodial services | 20,150 | | | 20,150 |
| Technical services | 4,295 | | | 4,295 |
| Library consortium | 20,317 | | | 20,317 |
| Copiers | 4,863 | | | 4,863 |
| Elections expense | 3,258 | | | 3,258 |
| Furniture and equipment | 2,831 | 603 | | 3,434 |
| Insurance | 0 | | | 0 |
| Georgiana Smith Memorial Garden | 13,448 | | | 13,448 |
| Legal services | 1,743 | | | 1,743 |
| Professional services | 4,095 | | | 4,095 |
| Dues and subscriptions | 3,182 | | | 3,182 |
| Miscellaneous | 2,465 | 32 | | 2,497 |
| Postage and freight | 724 | | | 724 |
| Printing | 573 | | | 573 |
| Programs | (140) | 44,016 | | 43,876 |
| Advertising | 118 | | | 118 |
| Supplies - office | 7,811 | | | 7,811 |
| Travel | 120 | | | 120 |
| Training | 1,531 | | | 1,531 |
| Board development | 0 | | | 0 |
| Electricity | 11,153 | | | 11,153 |
| Garbage | 1,045 | | | 1,045 |
| Natural gas | 1,453 | | | 1,453 |
| Water & sewer - building | 2,801 | | | 2,801 |
| Total Materials and Services | 246,995 | 58,080 | 0 | 305,075 |
| Capital outlay | 0 | 0 | 18,556 | 18,556 |
| Total Expenditures | 676,707 | 58,080 | 18,556 | 753,343 |
| Revenues Over (Under) Expenditures | 566,968 | (42,745) | (15,275) | 508,948 |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | | | 50,000 | 50,000 |
| Operating transfers out | (50,000) | | | (50,000) |
| Total Other Financing Sources (Uses) | (50,000) | 0 | 50,000 | 0 |
| Revenues and Other Financing Sources (Uses) Over (Under) Expenditures | 516,968 | (42,745) | 34,725 | 508,948 |
| Fund Balance - July 1, 2025 | 827,228 | 149,548 | 183,831 | 1,160,607 |
| Fund Balance - December 31, 2025 | $1,344,196 | $106,803 | $218,556 | $1,669,555 |

See Independent Accountants' Compilation Report

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# HOOD RIVER COUNTY LIBRARY DISTRICT
## General Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Six Months Ended
### December 31, 2025

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| **Revenues:** | | | |
| Tax revenues - current | $6,961 | $1,211,312 | $1,278,547 |
| Tax revenues - prior year | 438 | 7,650 | 10,000 |
| Interest revenue | 6,795 | 21,107 | 30,000 |
| Fines and fees | 694 | 3,095 | 4,000 |
| Intergovernmental revenue | 0 | 511 | 0 |
| Grants and donations | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 |
| **Total Revenues** | 14,888 | 1,243,675 | 1,322,547 |
| **Expenditures:** | | | |
| Personal services: | | | |
| Wages and salaries: | | | |
| Library clerk I | 816 | 4,669 | 12,464 |
| Library clerk II | 11,719 | 76,489 | 155,334 |
| Library assistant I | 3,711 | 24,875 | 83,437 |
| Library assistant II | 0 | 0 | 0 |
| Librarian I | 20,332 | 115,207 | 244,155 |
| Librarian II | 6,429 | 38,047 | 77,147 |
| Library director | 8,741 | 52,076 | 104,894 |
| Payroll taxes and benefits: | | | |
| Retirement | 1,205 | 18,794 | 52,962 |
| Social security | 3,890 | 22,176 | 51,847 |
| Workers' compensation | 234 | (1,038) | 1,500 |
| Health insurance | 8,825 | 71,933 | 152,490 |
| Unemployment insurance | 622 | 3,984 | 8,449 |
| Paid family and medical leave | 0 | 0 | 0 |
| Other | 2,500 | 2,500 | 0 |
| Total Personal Services | 69,024 | 429,712 | 944,679 |
| Materials and services: | | | |
| Bank charges | 94 | 421 | 500 |
| Bookmobile | 249 | 3,101 | 5,000 |
| Building rental | 1,391 | 11,737 | 20,000 |
| Building maintenance | 0 | 20,619 | 30,000 |
| HVAC | 3,917 | 13,865 | 20,000 |
| Elevator | 211 | 1,268 | 3,500 |
| Telephone | 1,085 | 4,439 | 8,000 |
| Internet | 133 | 3,848 | 8,000 |
| Collection development | 10,882 | 43,608 | 80,000 |
| Technology | 1,746 | 13,156 | 20,000 |
| Accounting and auditing | 0 | 21,195 | 35,000 |
| Courier | 218 | 1,902 | 4,200 |

# HOOD RIVER COUNTY LIBRARY DISTRICT
## General Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Six Months Ended
### December 31, 2025

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| Custodial services | 2,925 | 20,150 | 37,000 |
| Technical services | 0 | 4,295 | 4,500 |
| Library consortium | 0 | 20,317 | 21,000 |
| Copiers | 961 | 4,863 | 8,000 |
| Elections expense | 0 | 3,258 | 0 |
| Furniture and equipment | 1,329 | 2,831 | 5,000 |
| Insurance | 0 | 0 | 29,000 |
| Georgiana Smith Memorial Garden | 1,253 | 13,448 | 20,000 |
| Legal services | 168 | 1,743 | 5,000 |
| Professional services | 0 | 4,095 | 5,000 |
| Membership dues | 1,850 | 3,182 | 5,000 |
| Miscellaneous | 42 | 2,465 | 4,000 |
| Postage and freight | 0 | 724 | 2,000 |
| Printing | 118 | 573 | 2,000 |
| Programs | 0 | (140) | 13,000 |
| Advertising | 0 | 118 | 2,500 |
| Office supplies | 1,374 | 7,811 | 20,000 |
| Travel | 120 | 120 | 5,000 |
| Training | 701 | 1,531 | 3,000 |
| Board development | 0 | 0 | 1,500 |
| Parking reimbursement | 0 | 0 | 500 |
| Electricity | 1,635 | 11,153 | 22,000 |
| Garbage | 177 | 1,045 | 2,300 |
| Natural gas | 938 | 1,453 | 10,000 |
| Water & sewer - building | 448 | 2,801 | 6,000 |
| Total Materials and Services | 33,965 | 246,995 | 467,500 |
| Capital Outlay | 0 | 0 | 0 |
| Contingency | 0 | 0 | 100,000 |
| **Total Expenditures** | 102,989 | 676,707 | 1,512,179 |
| **Other Financing Sources (Uses)** | | | |
| Operating transfers In | 0 | 0 | 0 |
| Operating transfers out | (50,000) | (50,000) | (50,000) |
| Total Other Financing Sources (Uses) | (50,000) | (50,000) | (50,000) |
| **Change in Fund Balance** | ($138,101) | $516,968 | ($239,632) |

# HOOD RIVER COUNTY LIBRARY DISTRICT
## Capital Equipment Reserve Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Six Months Ended
### December 31, 2025

|  | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| **Revenues:** |  |  |  |
| Interest revenue | $579 | $3,281 | $6,000 |
|  |  |  |  |
| **Other Financing Sources** |  |  |  |
| Transfer from General Fund | 50,000 | 50,000 | 50,000 |
|  |  |  |  |
| **Total Revenues and** |  |  |  |
| **Other Sources** | 50,579 | 53,281 | 56,000 |
|  |  |  |  |
| **Expenditures:** |  |  |  |
| Materials and services | 0 | 0 | 0 |
| Capital outlay | 3,140 | 18,556 | 75,000 |
|  |  |  |  |
| **Total Expenditures** | 3,140 | 18,556 | 75,000 |
|  |  |  |  |
| **Change in Fund Balance** | $47,439 | $34,725 | ($19,000) |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT
## Grants Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Six Months Ended
### December 31, 2025

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| **Revenues:** | | | |
| Donations and grants | $900 | $15,335 | $320,000 |
| Intergovernmental revenue | 0 | 0 | 0 |
| **Total Revenues** | 900 | 15,335 | 320,000 |
| | | | |
| **Expenditures:** | | | |
| Personal services: | | | |
| Wages and salaries: | | | |
| Library clerk I | 0 | 0 | 4,000 |
| Library clerk II | 0 | 0 | 4,400 |
| Library assistant II | 0 | 0 | 0 |
| Payroll taxes and benefits: | | | |
| Social security | 0 | 0 | 750 |
| Workers' compensation | 0 | 0 | 250 |
| Unemployment insurance | 0 | 0 | 100 |
| Other personal services | | | 500 |
| **Total Personal Services** | 0 | 0 | 10,000 |
| | | | |
| Materials and services: | | | |
| Building maintenance | 0 | 1,675 | 0 |
| Internet | 0 | 0 | 0 |
| Collection development | 662 | 11,754 | 75,000 |
| Technology | 0 | 0 | 50,000 |
| Programs | 6,471 | 44,016 | 100,000 |
| Furniture and equipment | 0 | 603 | 60,000 |
| Miscellaneous | 0 | 32 | 0 |
| Office supplies | 0 | 0 | 0 |
| Other materials and services | 0 | 0 | 60,000 |
| **Total Materials and Services** | 7,133 | 58,080 | 345,000 |
| | | | |
| Capital outlay | 0 | 0 | 100,000 |
| | | | |
| **Total Expenditures** | 7,133 | 58,080 | 455,000 |
| | | | |
| **Change in Fund Balance** | ($6,233) | ($42,745) | ($135,000) |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY
## Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis
### Grants Funds
### For the Six Months Ended December 31, 2025

| | Newspaper Digitization | Foundation Grants | Other Grants | Friends of the Library | Pat Hazelhurst | CARES Act | R2R 2024 | R2R 2025 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Revenues:** | | | | | | | | | |
| Donations and grants | $0 | $0 | $1,335 | $14,000 | $0 | $0 | $0 | $0 | $15,335 |
| Intergovernmental revenue | | | | | | | | | 0 |
| Total Revenues | 0 | 0 | 1,335 | 14,000 | 0 | 0 | 0 | 0 | 15,335 |
| **Expenditures:** | | | | | | | | | |
| Personal services: | | | | | | | | | |
| Wages and salaries | | | | | | | | | 0 |
| Employee benefits | | | | | | | | | 0 |
| Total Personal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Materials and services: | | | | | | | | | |
| Building maintenance | | 1,675 | | | | | | | 1,675 |
| Collection development | | 10,242 | 1,205 | 307 | | | | | 11,754 |
| Furniture and equipment | | 553 | | 50 | | | | | 603 |
| Miscellaneous | | | | | 32 | | | | 32 |
| Programs | | 21,223 | 3,657 | 9,903 | 5,416 | | 213 | 3,604 | 44,016 |
| Total Materials and Services | 0 | 33,693 | 4,862 | 10,260 | 5,448 | 0 | 213 | 3,604 | 58,080 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 33,693 | 4,862 | 10,260 | 5,448 | 0 | 213 | 3,604 | 58,080 |
| Net Change in Fund Balance | 0 | (33,693) | (3,527) | 3,740 | (5,448) | 0 | (213) | (3,604) | (42,745) |
| Fund Balance - July 1, 2025 | 338 | 122,175 | 6,194 | 4,285 | 10,958 | 1,781 | 213 | 3,604 | 149,548 |
| Fund Balance - December 31, 2025 | $338 | $88,482 | $2,667 | $8,025 | $5,510 | $1,781 | $0 | $0 | $106,803 |

# HOOD RIVER COUNTY LIBRARY DISTRICT

**Compiled Financial Statements**
**January 31, 2026**

# HOOD RIVER COUNTY
# LIBRARY DISTRICT

## Compiled Financial Statements
## January 31, 2026

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# Onstott, Broehl & Cyphers, P.C.
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Fax: (541) 296-6151

Board of Directors
Hood River County Library District
Hood River, Oregon

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*Onstott, Broehl & Cyphers, P.C*
February 10, 2026

# Hood River County Library District
## Balance Sheet - Cash Basis
## January 31, 2026

### ASSETS

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|---|---|---|---|---|
| Current Assets: | | | | |
| Cash in bank - Columbia Bank | $192,655 | | | $192,655 |
| Cash with Hood River County | 1,079,926 | $121,606 | $217,315 | 1,418,847 |
| Petty cash | 416 | | | 416 |
| Total Current Assets | 1,272,997 | 121,606 | 217,315 | 1,611,918 |
| TOTAL ASSETS | $1,272,997 | $121,606 | $217,315 | $1,611,918 |

### LIABILITIES & FUND BALANCES

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|---|---|---|---|---|
| Liabilities | | | | |
| Current Liabilities | | | | |
| Payroll liabilities | $758 | | | $758 |
| Total Current Liabilities | 758 | 0 | 0 | 758 |
| Total Liabilities | 758 | 0 | 0 | 758 |
| Fund Balances: | | | | |
| Unassigned | 1,272,239 | 121,606 | 217,315 | 1,611,160 |
| TOTAL LIABILITIES & FUND BALANCES | $1,272,997 | $121,606 | $217,315 | $1,611,918 |

# HOOD RIVER COUNTY LIBRARY
## Statement of Revenues, Expenditures, and
## Changes in Fund Balance - Cash Basis
### For the Seven Months Ended January 31, 2026

| | General Fund | Grants Fund | Capital Equipment Reserve Fund | Total |
|---|---|---|---|---|
| **Revenues:** | | | | |
| Donations and grants | $0 | $29,725 | | $29,725 |
| Property tax revenues - current year | 1,224,123 | | | 1,224,123 |
| Property tax revenues - prior year | 8,529 | | | 8,529 |
| Fines and fees | 4,011 | | | 4,011 |
| Intergovernmental revenue | 511 | 5,347 | | 5,858 |
| Interest revenue | 25,385 | | $3,955 | 29,340 |
| Grants and donations | 0 | | | 0 |
| Miscellaneous | 0 | | | 0 |
| Total Revenues | 1,262,559 | 35,072 | 3,955 | 1,301,586 |
| **Expenditures:** | | | | |
| Personal services: | | | | |
| Wages and salaries | 365,995 | | | 365,995 |
| Employee benefits | 127,119 | | | 127,119 |
| Other | 2,500 | | | 2,500 |
| Total Personal Services | 495,614 | 0 | 0 | 495,614 |
| Materials and services: | | | | |
| Bank charges | 528 | | | 528 |
| Bookmobile | 3,101 | | | 3,101 |
| Building rental | 13,128 | | | 13,128 |
| Building maintenance | 23,712 | 1,674 | | 25,386 |
| HVAC | 16,681 | | | 16,681 |
| Elevator | 1,494 | | | 1,494 |
| Telephone | 4,611 | | | 4,611 |
| Internet | 4,087 | | | 4,087 |
| Collection development | 46,260 | 13,151 | | 59,411 |
| Technology | 15,257 | | | 15,257 |
| Accounting and auditing | 21,195 | | | 21,195 |
| Courier | 2,276 | | | 2,276 |
| Custodial services | 23,075 | | | 23,075 |
| Technical services | 4,295 | | | 4,295 |
| Library consortium | 20,317 | | | 20,317 |
| Copiers | 6,038 | | | 6,038 |
| Elections expense | 3,258 | | | 3,258 |
| Furniture and equipment | 2,901 | 603 | | 3,504 |
| Insurance | 0 | | | 0 |
| Georgiana Smith Memorial Garden | 14,325 | | | 14,325 |
| Legal services | 2,121 | | | 2,121 |
| Professional services | 4,447 | | | 4,447 |
| Dues and subscriptions | 3,477 | | | 3,477 |
| Miscellaneous | 2,665 | 32 | | 2,697 |
| Postage and freight | 1,022 | | | 1,022 |
| Printing | 573 | | | 573 |
| Programs | (140) | 47,554 | | 47,414 |
| Advertising | 128 | | | 128 |
| Supplies - office | 8,921 | | | 8,921 |
| Travel | 120 | | | 120 |
| Training | 1,976 | | | 1,976 |
| Board development | 0 | | | 0 |
| Electricity | 12,909 | | | 12,909 |
| Garbage | 1,204 | | | 1,204 |
| Natural gas | 2,723 | | | 2,723 |
| Water & sewer - building | 3,249 | | | 3,249 |
| Total Materials and Services | 271,934 | 63,014 | 0 | 334,948 |
| Capital outlay | 0 | 0 | 20,471 | 20,471 |
| Total Expenditures | 767,548 | 63,014 | 20,471 | 851,033 |
| Revenues Over (Under) Expenditures | 495,011 | (27,942) | (16,516) | 450,553 |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | | | 50,000 | 50,000 |
| Operating transfers out | (50,000) | | | (50,000) |
| Total Other Financing Sources (Uses) | (50,000) | 0 | 50,000 | 0 |
| Revenues and Other Financing Sources (Uses) Over (Under) Expenditures | 445,011 | (27,942) | 33,484 | 450,553 |
| Fund Balance - July 1, 2025 | 827,228 | 149,548 | 183,831 | 1,160,607 |
| Fund Balance - January 31, 2026 | $1,272,239 | $121,606 | $217,315 | $1,611,160 |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY DISTRICT
## General Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Seven Months Ended
### January 31, 2026

|  | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| **Revenues:** |  |  |  |
| Tax revenues - current | $12,810 | $1,224,123 | $1,278,547 |
| Tax revenues - prior year | 879 | 8,529 | 10,000 |
| Interest revenue | 4,278 | 25,385 | 30,000 |
| Fines and fees | 917 | 4,011 | 4,000 |
| Intergovernmental revenue | 0 | 511 | 0 |
| Grants and donations | 0 | 0 | 0 |
| Miscellaneous | 0 | 0 | 0 |
| **Total Revenues** | 18,884 | 1,262,559 | 1,322,547 |
| **Expenditures:** |  |  |  |
| Personal services: |  |  |  |
| Wages and salaries: |  |  |  |
| Library clerk I | 1,081 | 5,750 | 12,464 |
| Library clerk II | 12,278 | 88,767 | 155,334 |
| Library assistant I | 3,866 | 28,741 | 83,437 |
| Librarian I | 22,239 | 137,445 | 244,155 |
| Librarian II | 6,429 | 44,475 | 77,147 |
| Library director | 8,741 | 60,817 | 104,894 |
| Payroll taxes and benefits: |  |  |  |
| Retirement | (3,484) | 15,310 | 52,962 |
| Social security | 4,095 | 26,272 | 51,847 |
| Workers' compensation | 16 | (1,022) | 1,500 |
| Health insurance | 10,159 | 82,093 | 152,490 |
| Unemployment insurance | 482 | 4,466 | 8,449 |
| Paid family and medical leave | 0 | 0 | 0 |
| Other | 0 | 2,500 | 0 |
| Total Personal Services | 65,902 | 495,614 | 944,679 |
| Materials and services: |  |  |  |
| Bank charges | 106 | 528 | 500 |
| Bookmobile | 0 | 3,101 | 5,000 |
| Building rental | 1,391 | 13,128 | 20,000 |
| Building maintenance | 3,092 | 23,712 | 30,000 |
| HVAC | 2,816 | 16,681 | 20,000 |
| Elevator | 226 | 1,494 | 3,500 |
| Telephone | 172 | 4,611 | 8,000 |
| Internet | 239 | 4,087 | 8,000 |
| Collection development | 2,651 | 46,260 | 80,000 |
| Technology | 2,101 | 15,257 | 20,000 |
| Accounting and auditing | 0 | 21,195 | 35,000 |
| Courier | 375 | 2,276 | 4,200 |

# HOOD RIVER COUNTY LIBRARY DISTRICT
## General Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Seven Months Ended
### January 31, 2026

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| Custodial services | 2,925 | 23,075 | 37,000 |
| Technical services | 0 | 4,295 | 4,500 |
| Library consortium | 0 | 20,317 | 21,000 |
| Copiers | 1,175 | 6,038 | 8,000 |
| Elections expense | 0 | 3,258 | 0 |
| Furniture and equipment | 71 | 2,901 | 5,000 |
| Insurance | 0 | 0 | 29,000 |
| Georgiana Smith Memorial Garden | 877 | 14,325 | 20,000 |
| Legal services | 378 | 2,121 | 5,000 |
| Professional services | 353 | 4,447 | 5,000 |
| Membership dues | 295 | 3,477 | 5,000 |
| Miscellaneous | 200 | 2,665 | 4,000 |
| Postage and freight | 298 | 1,022 | 2,000 |
| Printing | 0 | 573 | 2,000 |
| Programs | 0 | (140) | 13,000 |
| Advertising | 10 | 128 | 2,500 |
| Office supplies | 1,110 | 8,921 | 20,000 |
| Travel | 0 | 120 | 5,000 |
| Training | 445 | 1,976 | 3,000 |
| Board development | 0 | 0 | 1,500 |
| Parking reimbursement | 0 | 0 | 500 |
| Electricity | 1,756 | 12,909 | 22,000 |
| Garbage | 159 | 1,204 | 2,300 |
| Natural gas | 1,270 | 2,723 | 10,000 |
| Water & sewer - building | 448 | 3,249 | 6,000 |
| Total Materials and Services | 24,939 | 271,934 | 467,500 |
| Capital Outlay | 0 | 0 | 0 |
| Contingency | 0 | 0 | 100,000 |
| **Total Expenditures** | 90,841 | 767,548 | 1,512,179 |
| **Other Financing Sources (Uses)** | | | |
| Operating transfers In | 0 | 0 | 0 |
| Operating transfers out | 0 | (50,000) | (50,000) |
| Total Other Financing Sources (Uses) | 0 | (50,000) | (50,000) |
| **Change in Fund Balance** | **($71,957)** | **$445,011** | **($239,632)** |

# HOOD RIVER COUNTY LIBRARY DISTRICT
## Capital Equipment Reserve Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Seven Months Ended
### January 31, 2026

|  | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| Revenues: |  |  |  |
| Interest revenue | $674 | $3,955 | $6,000 |
|  |  |  |  |
| Other Financing Sources |  |  |  |
| Transfer from General Fund | 0 | 50,000 | 50,000 |
|  |  |  |  |
| Total Revenues and Other Sources | 674 | 53,955 | 56,000 |
|  |  |  |  |
| Expenditures: |  |  |  |
| Materials and services | 0 | 0 | 0 |
| Capital outlay | 1,915 | 20,471 | 75,000 |
|  |  |  |  |
| Total Expenditures | 1,915 | 20,471 | 75,000 |
|  |  |  |  |
| Change in Fund Balance | ($1,241) | $33,484 | ($19,000) |

See Independent Accountants' Compilation Report

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# HOOD RIVER COUNTY LIBRARY DISTRICT
## Grants Fund
## Statement of Revenues and Expenditures - Cash Basis
### For the One Month and Seven Months Ended
### January 31, 2026

| | Current Period Actual | Year to Date Actual | Annual Budget |
|---|---|---|---|
| **Revenues:** | | | |
| Donations and grants | $14,390 | $29,725 | $320,000 |
| Intergovernmental revenue | 5,347 | 5,347 | 0 |
| **Total Revenues** | 19,737 | 35,072 | 320,000 |
| | | | |
| **Expenditures:** | | | |
| Personal services: | | | |
| Wages and salaries: | | | |
| Library clerk I | 0 | 0 | 4,000 |
| Library clerk II | 0 | 0 | 4,400 |
| Library assistant II | 0 | 0 | 0 |
| Payroll taxes and benefits: | | | |
| Social security | 0 | 0 | 750 |
| Workers' compensation | 0 | 0 | 250 |
| Unemployment insurance | 0 | 0 | 100 |
| Other personal services | | | 500 |
| Total Personal Services | 0 | 0 | 10,000 |
| | | | |
| Materials and services: | | | |
| Building maintenance | 0 | 1,674 | 0 |
| Internet | 0 | 0 | 0 |
| Collection development | 1,396 | 13,151 | 75,000 |
| Technology | 0 | 0 | 50,000 |
| Programs | 3,538 | 47,554 | 100,000 |
| Furniture and equipment | 0 | 603 | 60,000 |
| Miscellaneous | 0 | 32 | 0 |
| Office supplies | 0 | 0 | 0 |
| Other materials and services | 0 | 0 | 60,000 |
| Total Materials and Services | 4,934 | 63,014 | 345,000 |
| | | | |
| Capital outlay | 0 | 0 | 100,000 |
| | | | |
| **Total Expenditures** | 4,934 | 63,014 | 455,000 |
| | | | |
| **Change in Fund Balance** | $14,803 | ($27,942) | ($135,000) |

See Independent Accountants' Compilation Report

# HOOD RIVER COUNTY LIBRARY
## Schedule of Revenues, Expenditures, and Changes in Fund Balance - Cash Basis
## Grants Funds
### For the Seven Months Ended January 31, 2026

| | Newspaper Digitization | Foundation Grants | Other Grants | Friends of the Library | Pat Hazelhurst | CARES Act | R2R 2024 | R2R 2025 | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Revenues:** | | | | | | | | | |
| Donations and grants | $0 | $0 | $2,725 | $14,000 | $13,000 | $0 | | | $29,725 |
| Intergovernmental revenue | | | | | | | $0 | $5,347 | 5,347 |
| Total Revenues | 0 | 0 | 2,725 | 14,000 | 13,000 | 0 | 0 | 5,347 | 35,072 |
| **Expenditures:** | | | | | | | | | |
| Personal services: | | | | | | | | | |
| Wages and salaries | | | | | | | | | 0 |
| Employee benefits | | | | | | | | | 0 |
| Total Personal Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Materials and services: | | | | | | | | | |
| Building maintenance | | 1,674 | | | | | | | 1,674 |
| Collection development | | 11,121 | 1,205 | 825 | | | | | 13,151 |
| Furniture and equipment | | 553 | | 50 | | | | | 603 |
| Miscellaneous | | | | | 32 | | | | 32 |
| Programs | | 22,023 | 4,368 | 11,130 | 6,216 | | 213 | 3,604 | 47,554 |
| Total Materials and Services | 0 | 35,371 | 5,573 | 12,005 | 6,248 | 0 | 213 | 3,604 | 63,014 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 35,371 | 5,573 | 12,005 | 6,248 | 0 | 213 | 3,604 | 63,014 |
| Net Change in Fund Balance | 0 | (35,371) | (2,848) | 1,995 | 6,752 | 0 | (213) | 1,743 | (27,942) |
| Fund Balance - July 1, 2025 | 338 | 122,175 | 6,194 | 4,285 | 10,958 | 1,781 | 213 | 3,604 | 149,548 |
| Fund Balance - January 31, 2026 | $338 | $86,804 | $3,346 | $6,280 | $17,710 | $1,781 | $0 | $5,347 | $121,606 |

# 2026-2027 Budget Calendar
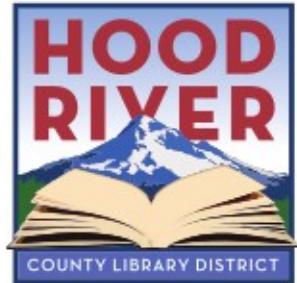
**Wednesday, April 15, 2026**
Publish Website Notice of First Budget Committee Meeting
*(5 - 30 days before hearing)*

**Wednesday, April 22, 2026**
Publish Newspaper Notice of First Budget Committee Meeting
*(5 - 30 days before hearing, at least 5 days apart)*

**Tuesday, May 12, 2026, 6:00 – 8:00pm**, Zoom and/or in-person meeting
First Budget Committee Meeting
- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

**Tuesday, May 19, 2026, 6:00 – 7:00pm**, Zoom and/or in-person meeting
Second Budget Committee Meeting *(if necessary)*
- Budget Committee deliberations and questions

**Wednesday, May 27, 2026**
Publish financial summaries and Notice of Budget Hearing
*(one publication, 5 – 30 days before hearing)*

**Tuesday, June 16, 2026, 7:00pm**, Zoom and/or in-person meeting
Public hearing
- Meeting to adopt budget, appropriate funds, and levy property taxes

**Friday, June 26, 2026**
Deliver notice of property tax form LB-50 to County Tax Assessor
*(by July 15)*
- *LB-50 (2 copies)*
- *Resolution passing budget (2 copies with original signatures)*
- *Budget (2 copies)*
- *Affidavits of publication (Budget Committee meeting & Budget Hearing)*

# HOOD RIVER COUNTY LIBRARY DISTRICT
## ATTORNEY SERVICES CONTRACT RENEWAL

PARTIES:

      Hood River County Library District                         ("Client")
      502 State Street
      Hood River, OR  97031

      VanKoten & Cleaveland LLC                         ("Contractor")
      417 Sherman Ave., Ste. 7
      Hood River, OR  97031

## RECITALS

A. Contractor was engaged to provide legal services to the District pursuant to an Attorney Services Contract, which has been renewed; however, the current renewal is set to expire on February 28, 2026;

B. The Contract may be renewed by mutual consent of the Parties; and

C. The Parties desire to renew the contract for an additional one-year term.

      NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. The renewal term of the Contract is for one (1) additional year. Unless this Contract is terminated in accordance with its terms or extended, this contract ends on February 28, 2027.

2. All other terms and conditions of the Contract remain in full force and effect.

      **IT IS SO AGREED** by the Parties hereto as indicated by the signatures of their authorized representatives:

CONTRACTOR                                       CLIENT:

_____      _____
Ruben Cleaveland             date         Sara Marsden, President         date
VanKoten & Cleaveland LLC

## HOOD RIVER COUNTY LIBRARY DISTRICT
## EXTENSION AND AMENDMENT OF CONTRACT FOR
## GARDENS MAINTENANCE SERVICES

DATE: _____

PARTIES: Hood River County Library District     ("District")
    502 State Street
    Hood River, OR  97031

    Crystal Greens        ("Contractor")
    P.O. Box 568
    Clackamas, OR  97015

### RECITALS

**Whereas,** Contractor and District entered into a Contract ("Contract") for gardens maintenance services for certain areas of District's property located at 502 State Street, Hood River, Oregon;

**Whereas,** the initial Contract term was from March 1, 2024, to February 28, 2025, but the Contract states that it may be extended; and

**Whereas,** the Contract was extended for an additional 1-year term from March 1, 2025, to February 28, 2026;

**Whereas,** the parties wish to extend the contract for an additional 1-year term as allowed by the contract;

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. The above referenced Contract is extended for an additional 1-year term. The additional term shall begin on March 1, 2026, and expire on February 28, 2027.

2. The Work, as set forth in Exhibit A of the Contract, is hereby amended to remove the exclusion of the two south beds maintained by the Master Gardeners. According, Contractor shall maintain the two south beds in addition to the other duties as outlined in Exhibit A.

3. Contractor's compensation is revised to be $930 per month.

4. All other terms and conditions of the Contract remain in full force and effect.

IT IS SO AGREED by the Parties hereto effective as of the date stated above.

**CONTRACTOR:**         **DISTRICT:**


_____  _____
By: David Rovianek       Sara Marsden
Crystal Greens Landcape     Board President
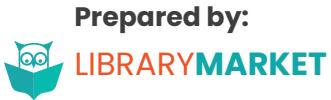
**Prepared by:**

**LIBRARYMARKET**

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

# Project Proposal

## Library**Website**
## Library**Calendar**

**Prepared for:**

Hood River County Library District
502 State Street
Hood River, OR 97031

**Created:**

January 7, 2026
*Estimate valid for 90 days.*

# WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

## Meet **Hootie.**

### Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!

## Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

## Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

## Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

## What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

# OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

*Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.*

# OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:

### BEN BIZZLE
**chief executive officer & owner**

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

*12 Years Library Experience*
*24 Years IT Experience*

### STEVEN TROTTER
**chief creative officer & owner**

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

*25 Years Design & Branding Experience*
*15 Years User Interface Design Experience*

### VALERIE CARROLL
**chief operating officer & owner**

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

*5 Years Library Experience*
*5 Years Project Management Experience*

**Master of Arts, English**
**Bachelor of Arts, English**

### JOE BOX
**chief information officer & owner**

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

*13 Years Library Experience*
*16 Years IT Experience*

# OUR TEAM

DUSTIN HOOD
**project manager**

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

*6 Years Project Management Experience*

LINDSAY SARIN
**project manager**

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

*9 Years Library Experience*
*8 Years Project Management Experience*
*Master of Library Science*
*Bachelor of Science, English & History*

HAYLEY WEBB
**lead content manager**

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

*5 Years Content Management Experience*

*Master of Arts, English*
*Bachelor of Arts, English*

CLAY FREEMAN
**chief technology officer**

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

*8 Years Web Development Experience*

*Master of Science, Computer Science*
*Bachelor of Science, Computer Science*

JEREMY JACKSON
**lead frontend developer**

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

*4 Years Web Development Experience*

# Section
# **One**

## Library**Website**
## *design & development*

# OUR WORK



## Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

**www.madisonlibrary.org**



## Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

**www.seolibraries.com**

**Check out our website for even more examples of our work & product details! www.librarymarket.com**

# OUR WORK

## Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

**www.amespubliclibrary.org**



## Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

**www.sayvillelibrary.org**

**Check out our website for even more examples of our work & product details! www.librarymarket.com**

# EXECUTIVE SUMMARY

## Benefits of a Library**Market Website**

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

## Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

## Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

## Content Management

- Allows staff to quickly and easily edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

# FEATURES

Library**Website** is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!

## Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.

## Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.

## Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

# FEATURES
CONTINUED

## Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.

## Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.

## CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.

## Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

# FEATURES

Library**Website**

## Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** – displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.

## Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

# FEATURES
CONTINUED

**Integrated Forms**

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.

**Social Media Integration**

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.

**Integrated Catalog & Website Search**

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.

**Administrative Interface**

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom "view" blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal's webforms module, allowing staff to create and collect responses from custom forms.

**Staff Accounts**

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

# FEATURES

Library**Website**

## Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content

## Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place all content from the package on the new website with appropriate caps placed on archived content such as board minutes or blog posts; staff receives thorough training that allows them to place any new content after site launch. Library staff will export overall calendar content to the new Library**Calendar** system, including events, registrations, and room reservations (an optional, add-on migration service is available for a limited set of other calendar platforms—see Library**Calendar** section for more detail).

## Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

# FEATURES
CONTINUED

**Style Guide**

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.

**Training & Support**

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.

**Accessibility**

Library Market designs and develops websites in compliance with WCAG 2.2 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).

**Site Security**

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.

**Hosting & Maintenance**

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

# FEATURES
CONTINUED

## Optional Services

**Slide Package** - our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

**Support Retainer** - 36 hours of post-launch development or design work for any client requests for new features.

## Technical Specifications

| | |
|---|---|
| Content Management System | Drupal 10 |
| Open Source Modules | ✓ |
| Database | MySQL-compatible |
| Language | PHP 8 |
| Hosting | Linux using Nginx |
| Edge, Firefox, Chrome & Safari Supported | ✓ |
| Site Tracking | Google Analytics |
| Site Hosting | Pantheon |

# Section
**Two**

## Library**Calendar**

*design & development*

# SAMPLE
# SCREENS



## UPCOMING EVENTS LIST VIEW

View online at https://www.saginawlibrary.org/events/upcoming



## MONTH CALENDAR VIEW

View online at https://www.amespubliclibrary.org/events/month

# SAMPLE
# SCREENS



## DETAILED EVENT VIEW

View more examples online at https://www.southburylibrary.org/events/month



## EVENT REGISTRATION

View more examples online at https://shpl.info/events/month

# SAMPLE SCREENS



## RESERVE A ROOM OPTIONS

View online at https://www.tcpl.org/reserve-room



## ROOM AVAILABILITY

View online at https://www.amespubliclibrary.org/reserve-room/room

# SAMPLE
# SCREENS



ROOM DETAILS VIEW

View online at https://www.lincolnlibrary.info/reserve-room/carnegie-north-south



ROOM RESERVATION FORM

View online at https://www.meadpl.org/reserve-room/new

# FEATURES

Each instance of Library**Calendar** is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. Library**Calendar** comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

**Events** - allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

**Reservations** - enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.

## Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files

## Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
  - Soonest allowed reservation
  - Farthest allowed reservation
  - Longest allowed reservation
  - Shortest allowed reservation
  - Number of reservations allowed in a set period

# FEATURES

LibraryCalendar

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

## Taxonomy Structure

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the Library**Calendar** system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.

## Room Equipment & Setups

The Library**Calendar** system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.

## Multiple Branch Support

Rooms and events are assigned to branches. Library**Calendar** can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

# FEATURES
CONTINUED

Library**Calendar**

## Staff & Patron Notifications

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom "trigger" times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.

## Shareable Assets

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.

## Patron Interaction

Library**Calendar** offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.

# FEATURES
CONTINUED

LibraryCalendar

## Multi-tier Permissions

User accounts can be created by any top-level administrator of Library**Calendar**. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.

## Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.

## Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!

## Accessibility

Library**Calendar** meets WCAG 2.2 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.

## Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

# FEATURES
CONTINUED

Library**Calendar**

## Fast & Reliable

Library**Calendar** is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

## Support

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to Library**Calendar** as they become available.

## Training

Extensive staff training is included with every Library**Calendar** implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.

## eCommerce (Optional)

This add-on module allows for online payments through a third-party payment processor. Pass-through API allows payment forms to be placed on Library**Calendar** and stores purchases with a transaction ID. For room reservations, the payment structure is determined by library policy and can include rules for charging based on location, room type, room, organization type, equipment, and hours in use. Additional eCommerce configurations outside these rulesets can be implemented but will be quoted separately and according to an estimated number of hours required for development time. Patrons can make requests and see their calculated charges and will be directed to the payment form through email once the library approves their request. For event registrations, payment functionality, specific charges, and other settings are enabled on a per-event basis. Supported payment processors include Braintree (preferred) and Square. Please note that waitlist functionality is not available for paid events.

# FEATURES

Library**Calendar**

## ILS Integration (Optional)

This add-on module connects Library**Calendar** to patron data using APIs provided by standard ILS systems or SIP2. Integration provides a streamlined user experience for both event registrations and room reservations. Features include:

Forms request patron barcode and PIN at the beginning of registration or reservation and validates account information before allowing registration or reservation:

- Card number exists in system
- PIN matches card
- Card is not expired
- Fines are not above an allowed amount (set by library)
- Card belongs to appropriate home library and/or patron group

Pulls patron contact information from the ILS as available to pre-fill the form fields for:

- Patron name
- Patron phone number
- Patron email address
- Patron birth date

## Evanced Data Migration (Optional)

Library Market will use a custom-created migration module to transfer existing events, registrations, and reservations from Evanced or Signups & Spaces into Library**Calendar**. This will include an initial test run during the development process and a final migration before the launch. The library is responsible for providing Evanced data files in the appropriate format. A migration map will be created during the process to account for any differences in room names, program types, age groups, etc.

# Section
# Three

## Library**Market**

*project process & management*

# PROJECT PROCESS

**Discovery**

Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.

**Design**

Build a plan for the website that includes the development of information architecture, site design, and design proofs of any custom content types created for the library.

**Development**

Begin development, turning the design and wireframes into a functional website.

**CONTENT PLACEMENT**

As development continues, our team will migrate, place, and style content according to the approved site design and information architecture.

**QA & TESTING**

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile devices.

**Delivery**

Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

**TRAINING**

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

**LAUNCH**

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

**HOSTING & MAINTENANCE**

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

# STANDARD TIMELINE

| WEEK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| Discovery | | | | | | | | | | | | | | | | | | | | |
| Design | | | | | | | | | | | | | | | | | | | | |
| Development | | | | | | | | | | | | | | | | | | | | |
| Delivery | | | | | | | | | | | | | | | | | | | | |

## DISCOVERY *estimated hours: 24*

| Discussions | Design Discovery Meeting, Content Review & Development |
|-------------|-------------------------------------------------------|
| Decisions | Set project timeline, outline desired features of new website |
| Deliverables | Detailed project plan, Findings Report, Site Map, Content Templates |

## DESIGN *estimated hours: 27*

| Discussions | Design Discovery, Design Review |
|-------------|---------------------------------|
| Decisions | Approve site design |
| Deliverables | Page mockups |

## DEVELOPMENT *estimated hours: 54*

| Discussions | Content Package Review, Administrator Training |
|-------------|-----------------------------------------------|
| Decisions | Finalize site launch plan |
| Deliverables | Production website, admin site access |

## DELIVERY *estimated hours: 21*

| Discussions | Staff Training |
|-------------|----------------|
| Decisions | N/A |
| Deliverables | Live website and staff user manual |

# SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations.  Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process.

# CLIENT SUPPORT

**How We Manage Projects**

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.

**Training**

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the Development phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.

**Support**

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of $200 or a 36-hour minimum retainer contract available for $3,600.

# CLIENT REFERENCES

Morgan Mullins
Marketing and Public Relations Librarian, Rowan County Public Library
mmullins@rowancountylibrary.org
(606) 784-7137 etc. 417
https://www.rowancountylibrary.org/

Todd Schlitt
Director, Amityville Public Library
(Former)Adult Services, Half Hollow Hills Community Library
tschlitt@amityvillepubliclibrary.org
(631) 264-0567
https://www.hhhlibrary.org/

Debra Lawson
Library Director, Spencer County Public Library
lawson_director@spencercolibrary.us
(502) 477-8137
https://www.scplky.org

Louise Alcorn
Library Technology Coordinator, West Des Moines Library
louise.alcorn@wdm.iowa.gov
(515) 222-3573
https://www.wdmlibrary.org/

Tara Kohles
Library Director, Central Islip Public Library
tkohles@cilibrary.org
(631) 234-9333 ext. 110
https://www.cilibrary.org/

# Section
# **Four**

## Library**Market**

*project terms & pricing*

# OUR OFFER

## $ 24,900

### Library**Website**
*Content Management*

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.2 AA Accessibility Compliance

## $ 1,500
### per year

### Library**Calendar**
*Event & Room Management*

Library Market will configure a custom installation of Library**Calendar**, allowing the library to schedule events, including built-in registration and reminder modules. Detailed reports are generated, allowing staff to track event conflicts, registrations, and participation. The calendar system also manages public room reservations, allowing patrons to request meeting rooms and providing tools for staff to manage these requests.

*Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.*

# PROJECT FEES

## Website - Initial Development Fees

| Description | Week # | Budget |
|---|:---:|---:|
| • Website Discovery | 1-8 | $4,650 |
| • Website Design | 5-10 | $5,375 |
| • Website Development | 11-18 | $10,800 |
| • Website Delivery | 17-20 | $4,075 |
| **Total Cost** | | **$24,900** |

## Ongoing Costs

| Description | Rate | Budget |
|---|:---:|---:|
| • Hosting & Maintenance | Annual | $2,000 |
| • Library**Calendar** | Annual | $1,500 |
| **Total Cost** | | **$3,500** |

## Optional Services

| Description | Rate | Budget |
|---|:---:|---:|
| • eCommerce for Library**Calendar** | 1 | $1,500 |
| • ILS Integration for Library**Calendar** | 2 | $1,500 |
| **Total Cost** | | **$3,000** |

| | |
|---:|:---:|
| **First-year total (all services)** | **$31,400** |
| **First-year total (w/out optional services)** | **$28,400** |

# TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Hood River County Library District
502 State Street
Hood River, OR 97031

Whereas,
1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** and Library**Website** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and
2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound,
the Parties agree as follows:

## SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

## SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

## SECTION 3. BILLING AND PAYMENT

*3.1. Compensation*
Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at $.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project

# TERMS & CONDITIONS
CONTINUED

Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

*3.2. Payment Schedule*
Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library**Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.
Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

*3.3. Late Payment*
A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

## SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written

Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of $200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

## SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

# TERMS & CONDITIONS

only, shall not be reproduced or copied in whole or in part.

## SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

## SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which:

is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

## SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

# TERMS & CONDITIONS
CONTINUED

*8.1. Damages*

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

*8.2. No Infringement*

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/ or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same,

the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

## SECTION 9. CONFIDENTIAL INFORMATION

*9.1. Definition*

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through

# TERMS & CONDITIONS
CONTINUED

no fault of the receiving Party;
b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;
c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;
d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and
e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

*9.2. Nondisclosure*
During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such

non-disclosure/non-use obligations.

*9.3. Agreement*
Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

*9.4. Injunctive Relief*
In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

## SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
2) Make no attempts to resell the Product.
3) Use the Product only for lawful purposes.
4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
5) Implement and maintain external

procedures for reconstruction of lost or altered files, data, or programs.

6) Establish designated points of contact for interfacing with the Provider.

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

## SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

## SECTION 12. SERVICE PERFORMANCE GUARANTEES

*12.1. Hosting and Service Outages*
The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when

Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

*12.2. Customer Service*
Customer service requests are handled through a support ticket system. Hours for customer service are Monday–Friday, 8 a.m. to 5 p.m. CST.

## SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of $50.00 per backup copy.

## SECTION 14. TERMINATION

*14.1. Termination Procedures*
If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

*14.2. Insolvency*
This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition,

# TERMS & CONDITIONS
## CONTINUED

has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

*14.3. Charges*
The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

## SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.
The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

## SECTION 16. GENERAL PROVISIONS

*16.1.*
This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

*16.2.*
Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

*16.3.*
The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

*16.4.*
This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

*16.5.*
If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions

shall not be in any way affected or impaired thereby.

*16.6.*
No delay or failure of either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

*16.7.*
In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 14.

*16.8.*
The Client shall furnish, at the Provider's request but no more frequently than annually, a signed certification:
1) verifying that the Product is being used pursuant to the terms of this Agreement and
2) listing the locations where the Product is being used.

*16.9.*
This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

*16.10.*
This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

# ACCEPTANCE

**Checks payable to:**

Library**Market**

**Address:**
PO Box 17332
Jonesboro, AR 72403

| Job Descriptions | Total |
|---|---|
| • Library**Website** Design & Development | $24,900.00 |
| • Library**Website** Maintenance & Hosting (Annual) | $2,000.00 |
| • Library**Calendar** Subscription (Annual) | $1,500.00 |
| **Total Cost** | **$28,400** |

## Payment Terms

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

| | |
|---|---|
| Client Name | Position |

| | |
|---|---|
| Signature of Approval | Date |
| Ben Bizzle | CEO | January 7, 2026 |
| | Date |

# Renaissance Web Solutions

**Modern, Accessible, Community-Focused Website Design**

# Website Proposal

## Hood River Library District

**Prepared for**
Rachael Fox
Library Director
rachael@hoodriverlibrary.org

**Prepared by**
Renaissance Web Solutions
John Aluotto
President & Lead Developer

**February 9, 2026**

# ABOUT RENAISSANCE WEB SOLUTIONS

**Founded in 2014**

Renaissance Web Solutions specializes exclusively in the design and development of public library websites. Our approach emphasizes clear communication, collaborative workflows, and long-term partnerships.

We understand the unique role libraries play in their communities. Our websites are designed to increase engagement, improve access to digital resources, and reduce staff workload through thoughtful organization and intuitive content management. Renaissance Web Solutions has successfully partnered with public libraries nationwide, delivering modern, accessible, and sustainable websites tailored specifically to library needs.

## REPRESENTATIVE LIBRARY PROJECTS

Below are a few examples of recent public library websites designed and developed by Renaissance Web Solutions:

- **Apache Junction Public Library**
- **Bernards Township Library**
- **Joseph H. Plumb Memorial Library**
- **Autauga Prattville Public Library**
- **Montville Township Public Library**
- **Lyndhurst Public Library**

**View our full public library portfolio on our website.**

## CONTENT MANAGEMENT SYSTEM

**We recommend WordPress for our library websites.**

WordPress provides a user-friendly editing interface for non-technical staff, flexible page layouts, strong security features, and an extensive plugin ecosystem that reduces long-term development and maintenance costs.

# WEBSITE SECURITY

**Security and uptime are essential for websites.**
Industry best practices and WordPress security tools are implemented to protect against hacking attempts, brute-force attacks, and unauthorized access while maintaining optimal performance and reliability.

# ADA COMPLIANCE & ACCESSIBILITY

**Accessibility is a core requirement, not an add-on.**
All websites are built to meet WCAG 2.1 AA accessibility standards and include high-contrast color combinations, descriptive alt text, automatic AI alt text generator, semantic HTML structure, keyboard navigation, and skip links.

An accessibility audit and compliance certificate are included to help reduce legal risk while ensuring equitable access for all patrons.

# NAVIGATION & USER EXPERIENCE

**Content Focused Design**
Websites are designed with clear, plain-language navigation labels and logical content organization.

Consistent layouts, visual cues, and optional icons help patrons quickly find services, programs, and digital resources, reducing confusion and staff assistance requests.

# SEARCH CATALOG INTEGRATION

**Prominent Catalog Search**
The library catalog search is prominently integrated throughout the website, allowing patrons to quickly search the collection from any page and on any device.

Catalog search embeds can support systems such as Sirsi, Polaris, Koha, Evergreen, and other discovery layers, providing a seamless experience while patrons continue using the library's existing catalog platform.

# EVENT CALENDAR INTEGRATION

**Finding library events made simple.**

Renaissance Web Solutions supports the embedding and integration of third-party event calendars, including LibCal, Assabet, Library Market, Communico, LocalHop, and Vega calendars, as well as The Events Calendar plugin with the Pro version included.

Calendars can be surfaced across multiple areas of the website to improve program visibility, while staff continue managing events within their preferred scheduling platform.

# BOOK RIVER INTEGRATION

**Dynamic content to keep patrons coming back.**

Dynamic book displays can be generated using ISBN numbers, supported catalog system imports, or the New York Times API.

These interactive book displays promote collections, staff picks, and new materials while keeping website content fresh, relevant, and engaging for patrons.

# RESEARCH DATABASE INTEGRATION

**Easily manage and display research databases.**

Multiple display options, including A–Z lists, category groupings, and featured resources, improve discoverability and increase database usage.

# ONLINE FORMS

**Simplify Communication**

Custom, mobile-friendly, and ADA-compliant forms can be created for library card applications, purchase suggestions, surveys, and general contact requests.

Forms are designed to be easy for patrons to complete and simple for staff to manage.

# CHILDREN & TEEN SECTIONS

**A space for every patron.**

Renaissance Web Solutions has extensive experience designing engaging, age-appropriate children's and teen sections for public library websites.
These pages are thoughtfully organized to highlight programs, digital resources, and services tailored to younger patrons and their caregivers.

**See examples of our children's and teen page designs:**
- **Holliston Public Library – Children**
- **Holliston Public Library – Teen Zone**
- **Bernards Township Library – Kids**
- **Apache Junction Public Library – Fun Van**

# MOBILE OPTIMIZATION

**Mobile optimization is a priority in every website build.**

With the majority of patrons accessing library websites on mobile devices, designs are optimized for fast load times, touch-friendly navigation, and responsive layouts across phones and tablets.

# STAFF TRAINING & SUPPORT

**Up to 21 hours of remote staff training is included.**

Training sessions are customized to staff skill levels and cover content updates, images, events, and basic troubleshooting, ensuring staff confidence and independence.

# ANALYTICS & REPORTING

**Google Analytics is installed and configured on every website.**

Optional training is available to help staff understand patron behavior, track usage trends, and generate reports for boards and funding agencies.

# PROJECT TIMELINE

The timeline below assumes timely feedback and collaboration between Renaissance Web Solutions and library staff.

## Week 1 – Discovery & Planning
Project kickoff meeting, communication planning, content collection setup, site structure development, and homepage content planning.

## Week 2 – Homepage & Navigation Design
Homepage mockup creation, navigation structure development, and initial subpage layout concepts.

## Week 3 – Revisions & Approval
Review meeting to discuss design revisions and finalize homepage and layout direction.

## Weeks 4–6 – Content Integration
Content import, page creation, and collaborative review with library staff to ensure accuracy and clarity.

## Week 7 – Testing & Quality Assurance
Cross-browser and cross-device testing to ensure performance, accessibility, and compatibility.

## Week 8 – Training & Launch
Staff training sessions, final reviews, and website launch.

# OPTIONAL ONGOING MAINTENANCE

**The first three months of maintenance are included at no additional cost.**
Basic maintenance services include weekly WordPress and plugin updates, unlimited email support with a 24-hour response time, priority scheduling for content updates, and one hour of content updates per month.

# NEXT STEPS

**How to get started.**
Once the proposal is approved, a project kickoff meeting will be scheduled to confirm timelines, identify staff contacts, and begin the discovery process.

# References

## G.A.R. Memorial Library

Website Planning, Design, Development, Logo Design, and Ongoing Maintenance
Corinn Flaherty, Director | cflaherty@westnewburylibrary.org

## Deptford Public Library

Website Planning, Design, Development and Ongoing Maintenance
Michelle Burns | burnsm@deptfordpubliclibrary.org

## Bernards Township Library

Website Planning, Design, Development and Ongoing Maintenance
Rachel Burt | rburt@bernardslibrary.org

# Project Cost

## COST SUMMARY

### Website Planning, Design & Development

Includes website design, development, full ADA compliance, mobile optimization, staff training, and logo cleanup if needed.

*$5,995 (one-time)*

### Hosting

*$29.95 per month*

Includes SSL certificate, daily backups, security and optimization plugins. First three months included at no additional cost.

### Optional Ongoing Maintenance

Includes weekly WordPress and plugin updates, unlimited email support with a 24-hour response time, priority scheduling for content updates, and one hour of content updates per month.

*$99.95 per month*

First three months included at no additional cost.

## Important Notes

- No long-term contracts
- The library retains full ownership of the website and content

# Proposal of Services: Website Design and Development

**To:**

**Rachael Fox, Library Director**

**Hood River County Library District**
502 State Street
Hood River, OR 97031

**www.hoodriverlibrary.org**
**Submitted: 2/4/2026**

**From:**

**Theresa Kuhl, Sales & Digital Marketing Manager**

**Weblinx, Inc.**
FEIN # 30-0013684

165 Kirkland Circle
Oswego, IL 60543

**630.551.0334 x111**
theresa@weblinxinc.com

WEBLiNX
incorporated

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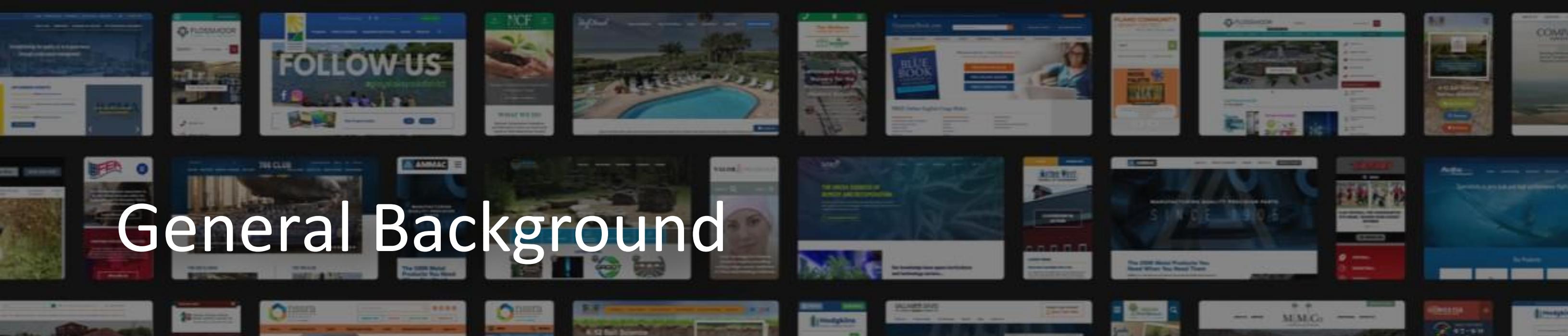
# General Background

**Weblinx Incorporated** ("Weblinx"), an Illinois Corporation established in 2001, is an established leader in providing custom website design and digital marketing solutions. Our mission is developing unique websites that connect with your patron community. Your website should speak clearly and easily guide visitors to the information they seek.

We understand what it takes to build a successful website. The most prominent benefit of working with Weblinx is our knowledge of user experience design. We use leading industry technology to create interactive and professional websites. We will analyze user needs and offer design solutions that truly resonate with your audience members.

Weblinx has a two-decade history creating successful and unique websites and digital marketing programs for library clientele. We have made hundreds of presentations and worked with individuals, committees, departments, boards, and executive management teams to create a seamless creative process. We have the experience and personnel to work closely with the **Hood River County Library District** staff to successfully organize and execute the requirements of this project.

Weblinx will offer a mobile-first design approach, a platform that meets or exceeds all WGAC 2.2 Level AA requirements for accessibility, the incorporation of all third-party applications, and the ability for staff to easily update the site via an improved content management system. Weblinx will position your library clearly in the communities you serve, offer an exceptional user experience, create easy access to information, and provide a modern, user-friendly platform that effectively showcases various library offerings to seamlessly connect with your library patrons.

CREATING PARTNERSHIPS T

**PROFESSION
WEBSITE DES**

We collaborate to create indus
websites while maximizing vis
search engines and social

Let's Get Started

**STRATEGY &
USER EXPERIENC**

Your website works best when
authentic extension of your orga
With Weblinx you develop the
strategy and user experience tha
continuing connections.

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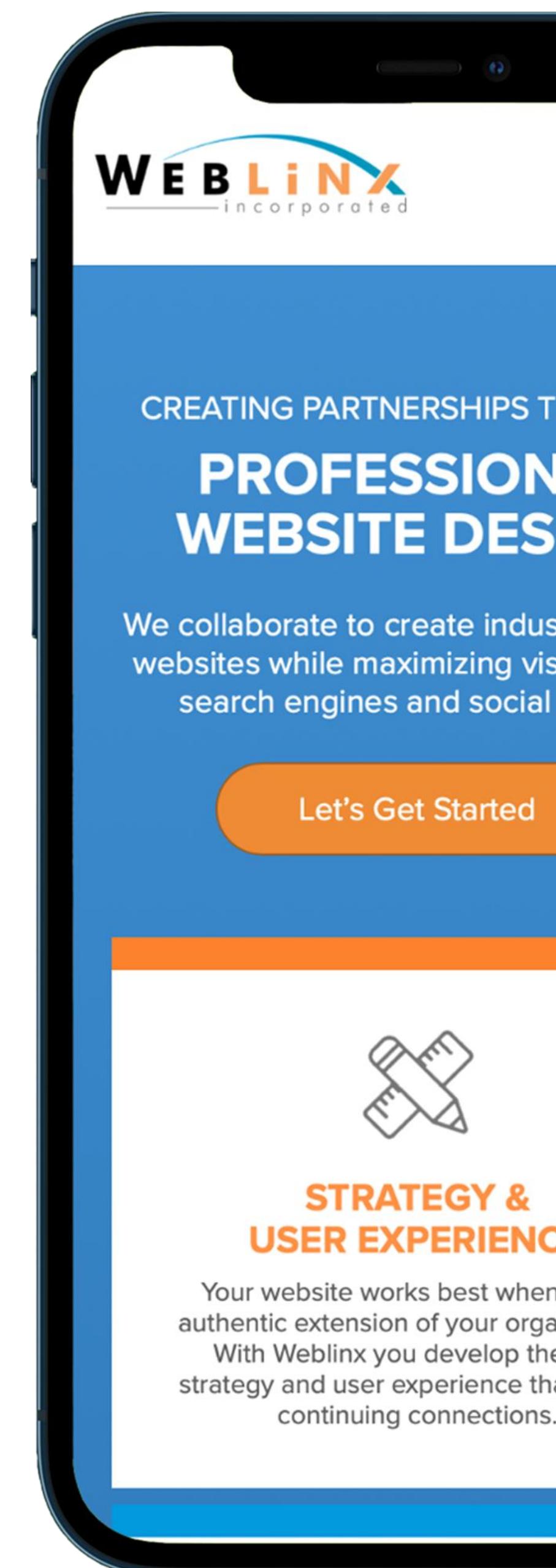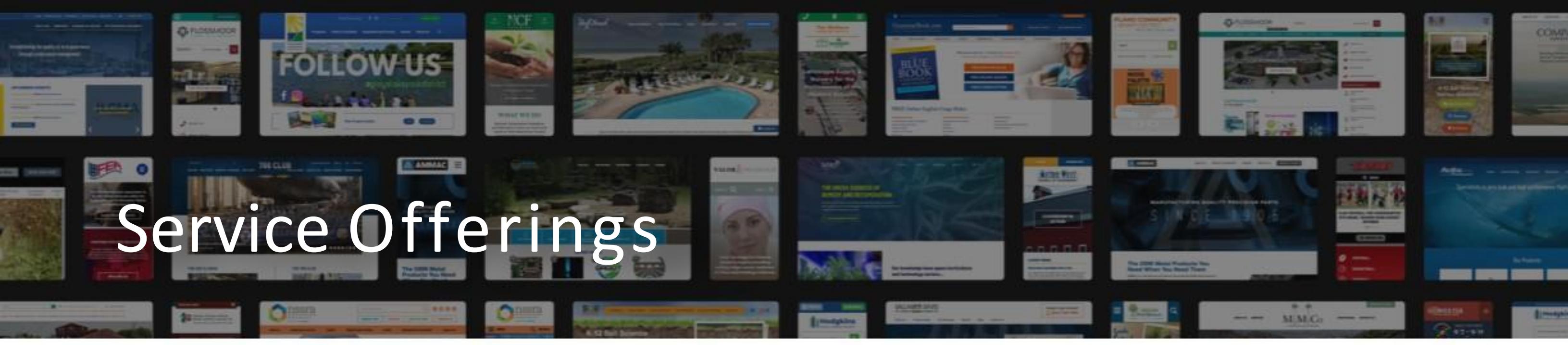
Weblinx is a full-service digital marketing solutions agency specializing in custom website design and development, search engine optimization, content marketing, and social media management services. We work side-by-side with libraries and take a holistic approach to your online marketing to develop fully integrated digital marketing strategies. Our goal is to help your organization reach and connect with your audience members.

- Custom Website and User Experience Design Consultation

- Brand Marketing Design and Development

- Website Digital Marketing Strategy

- Consultative Website Analysis and Reports

- Web Development and Custom Database Development

- Ecommerce Solutions and Merchant Gateway Integration

- Online Forms and E-mail

- Optimization of Web Sites for Best Search Engine Placement (SEO)

- Custom Search Engine Marketing Programs (SEM)

- Pay Per Click Ad Campaign Management (PPC)

- Content Generation and Optimization

- Social Media Management

- WCAG 2.2 Level AA and Section 508 Accessibility Compliance Standards

- Open-Source Content Management System Integration and Security Maintenance

- Website Hosting Plans – Dedicated and Shared

- Website Maintenance Agreements

### Andy Clements (CEO)

Andy has over two decades of experience in digital marketing and has a Master's Degree in Business Administration with an emphasis in Operations and Technology. He serves as a business and marketing faculty member in higher education and is involved with a great number of community service projects.

### Theresa Kuhl (Sales and Digital Marketing Manager)

Theresa has two decades with Weblinx and plans digital marketing campaigns, including web, SEO/SEM, social media, and content marketing. She is responsible for maintaining a brand's online presence by researching, strategizing, and analyzing data to promote Weblinx' products and services, with a primary focus on customer collaboration and industry trends. Theresa has a Bachelor of Arts degree in Journalism and Mass Communication from the University of Iowa.

### Joe Chavez (Project Manager)

Joe has a two-decade history in website and graphic design and has been in a Project Management role with Weblinx for over a decade. He is a graduate of Columbia College Chicago with a Bachelors Degree in Music Business Management and a minor in Web Design. Joe specializes in creating a unique vision and helping the customer achieve their goals.

### Rick Pawela (Art Director)

Rick is an International Award-Winning Interactive Designer and a graduate of Columbia College Chicago with his Bachelor's Degree in Interactive Media Design. Rick plays a critical role in creating graphics that leave a memorable impression through the use of Animation and Motion Graphics techniques. Rick has been with Weblinx for two decades.

### Jacob Bearce (Lead Developer)

Jacob has been involved with website development for almost two decades and serves as our lead developer. He has contributed to many open-source projects, including Ninja Forms, Advanced Custom Fields, and vinyl-ftp, among others. Jacob always stays up to date on the latest industry developments to ensure that each project produced is accessible, performant, and robust.

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Weblinx has a team of 12 specialists ranging from front-end developers, back-end developers, graphic designers, content developers, social media managers, and digital marketing consultants. The work defined within this proposal will be conducted by Weblinx employees. No sub-contractors are used in the consultation and development of our custom websites.

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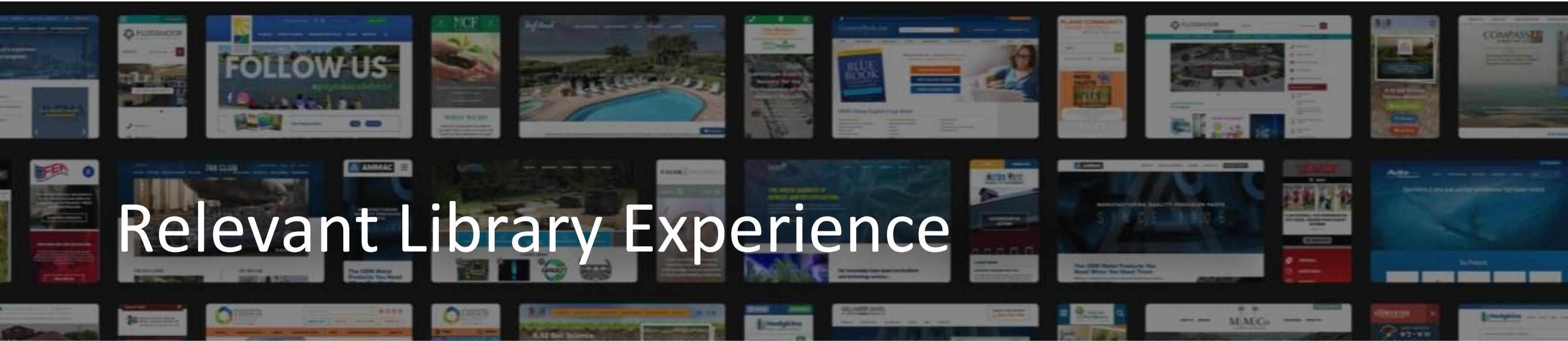
# Relevant Library Experience

Weblinx has worked with numerous libraries since our inception in 2001. Here are examples of our more recent library work.

**Baldwin Public Library**                                   www.baldwinlib.org

**Catskill Public Library**                                  www.catskillpubliclibrary.org

**C.H. Booth Library**                                       www.chboothlibrary.org

**Chelsea District Library**                                 www.chelseadistrictlibrary.org

**Chicago Ridge Public Library**                             www.chicagoridgelibrary.org

**Cook Memorial Public Library**                             www.cooklib.org

**Deerfield Public Library**                                 www.deerfieldlibrary.org

**Flossmoor Public Library**                                 www.flossmoorlibrary.org

**Geneva Public Library District**                           www.gpld.org

**George H. & Ella M. Rodgers Memorial Library**             www.rodgerslibrary.org

**Glencoe Public Library**                                   www.glencoelibrary.org

**Glen Ellyn Public Library**                                www.gepl.org

**Glenwood-Lynnwood Public Library District**                www.glpld.org

**Hodgkins Public Library District**                         www.hodgkinslibrary.org

**Indian Trails Public Library District**                    www.indiantrailslibrary.org

**Lincoln Township District Library**                        www.lincolntownshiplibrary.org

**Marshalltown Public Library**                              www.marshalltownlibrary.org

**Memorial Hall Library**                                    www.mhl.org

**Millville Free Public Library**                            www.millvillelibrary.org

**Niles-Maine District Library**                             www.nileslibrary.org

**Orange City Public Library**                               www.orangecitylibrary.org

**Paw Paw District Library**                                 www.pawpawlib.org

**Plainfield Public Library**                                www.plainfieldpubliclibrary.org

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RESPONSIVE

# Project Management

Weblinx has the experience and personnel to see that the project is completed in a timely fashion. Joe Chavez, our Project Manager, and Rick Pawela, our Art Director, will organize the distribution of work to the Weblinx design team. A staff designer will be selected to create the **Hood River County Library District** initial custom home and internal page design concepts.

Upon project initiation, a timeline will be presented to **Hood River County Library District** with important milestones for the project. Theresa Kuhl, Sales and Digital Marketing Manager, will work directly with the **Hood River County Library District** staff to communicate project status updates and ensure all milestone goals are being met during the design, development, content migration, page building, and testing process.

An initial project planning and discovery meeting will be scheduled at the preference of **Hood River County Library District** and the Weblinx team. This discovery meeting will address organizational business goals, marketing objectives, and factors related to improving user interaction and engagement.

The discovery process will specifically address:

- Strategic Organizational Goals and Requirements

- Mobile-First Website Design Approach Related to User-Driven Journeys Based on Viewing Device

- Content Migration Strategy and Analytics Review

- Technical Review and Project Scope Definition (Creative Project Brief Review)

- Usability Review Related to User Personas, Audience, and Workflow

- Information Architecture (IA) and Navigational Structure Analysis

- Website Improvement Recommendations and Main Communication Goals

The Weblinx creative team will collaborate with the **Hood River County Library District** staff so that we continue to acknowledge project goals and offer ongoing communication. Weblinx will be available for status update meetings throughout the design, development, and testing process. We will offer up to four (4) hours of toolset training with the **Hood River County Library District** staff before and/or after the launch of the new website.

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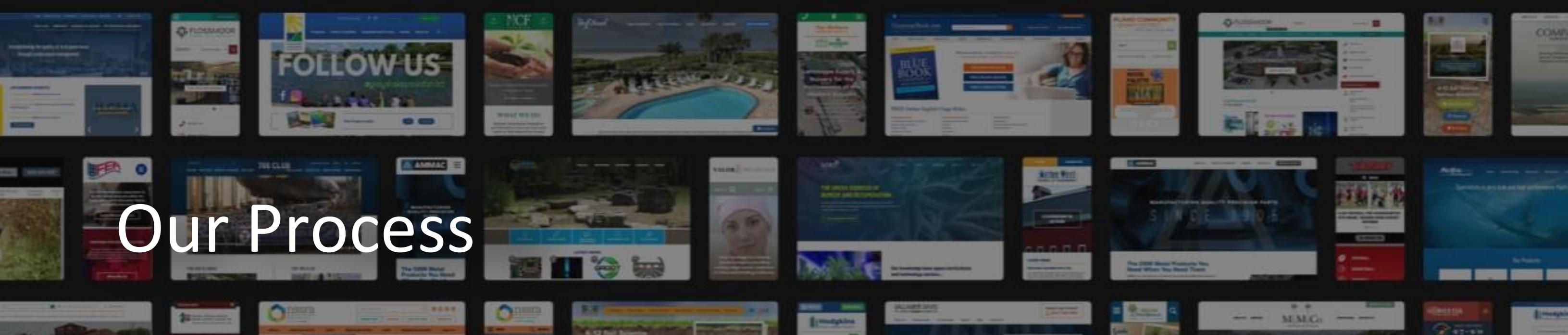
# Our Process

## Phase 1:  Full Custom Web Design and Revisions

Following the project kick-off and discovery meeting, Weblinx will offer custom desktop and mobile home page design concepts from a staff designer using mobile-first, responsive web design for scalable viewing on portable devices. The design concepts will be based on the information gathered and priorities established during the project discovery meeting with the **Hood River County Library District** staff, and through careful review and discussion of the project creative brief.

The home page design concepts will go through an extensive revision process before the final designs are achieved. Custom desktop and mobile internal page designs will be completed following home page graphics approval and a consistent theme will be carried throughout the website.
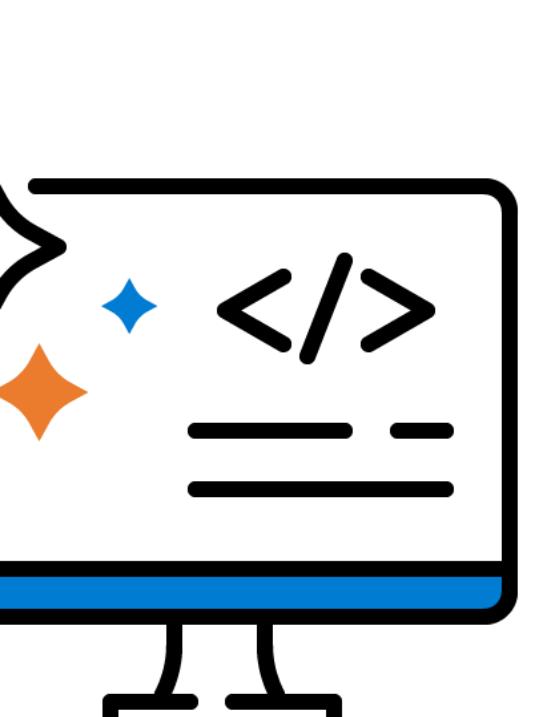
## Phase 2:  Full Content Integration to Include Client Customizations

After the static designs have been approved, Weblinx will take the graphics and build the custom code for the site. Weblinx will build up to 70 pages of website content with migrated and/or customer supplied new content. Additional functionality and customizations will be implemented at this time. A demo site will be created and sent to **Hood River County Library District** for review and feedback.

**WEBLINX** incorporated

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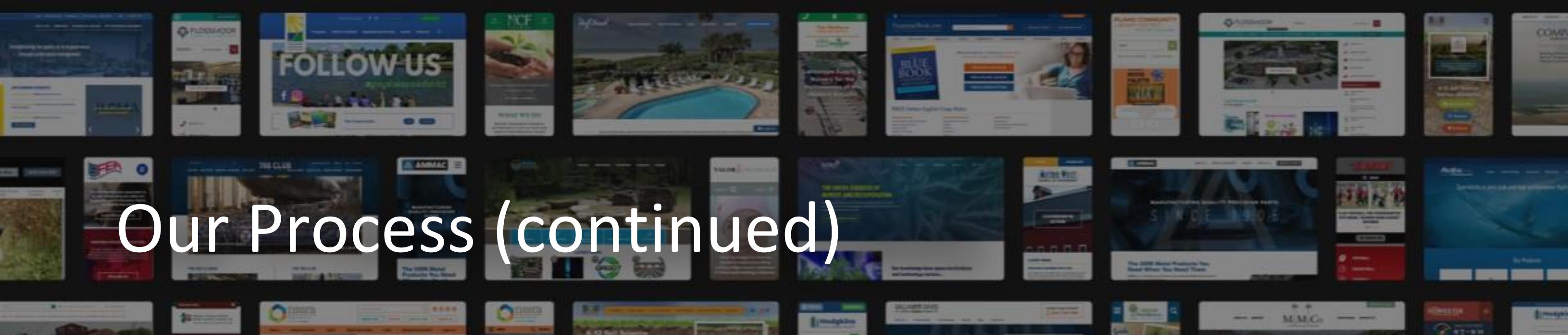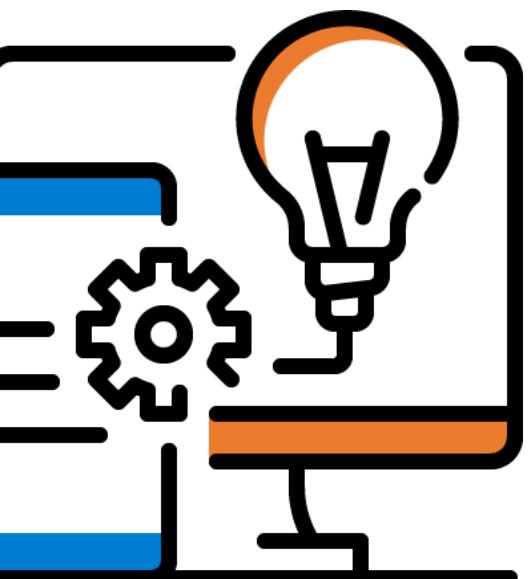
## Phase 3: Training, Site Enhancements and Testing

Following the build of the website, Weblinx will train the **Hood River County Library District** staff members on how to use the WordPress Content Management System and all associated plug-in technology. Weblinx will work closely with the **Hood River County Library District** staff to make enhancements to the existing areas of the website for improvement of the formatting and overall look.

Weblinx engages in extensive beta testing and editing throughout this phase by running the site through automated tools and manually checking to ensure all functionality is working per our high-performance standards. The site will be cross-platform browser tested to ensure compatibility on a wide variety of displays, devices, and operating systems prior to launch. We have developed code that is future-proof to combat future device changes.
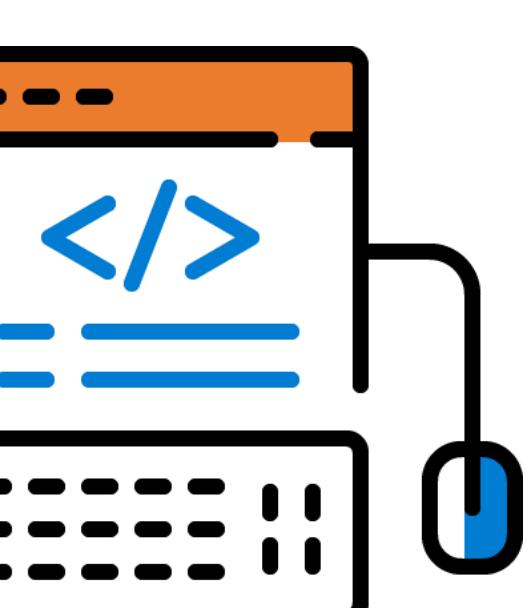
## Phase 4: Final Review and Project Completion

Customer completes a final review and approves the website for public launch. Weblinx makes any final edits and continues to test the site prior to launch.

Following the website launch, Weblinx administers the following optimization strategies to ensure top search engine rankings and performance: Unique ALT Tags, Page Titles, Meta Descriptions, Live Text Navigation, WCAG 2.2 Level AA and Section 508 Accessibility Compliance, Website Speed Optimization, XML Sitemap Creation, and SSL (https) Page Encryption with Hosting Plan. Weblinx will continue to monitor and link test the **Hood River County Library District** website for a 60-day period following project completion and launch of the new site.
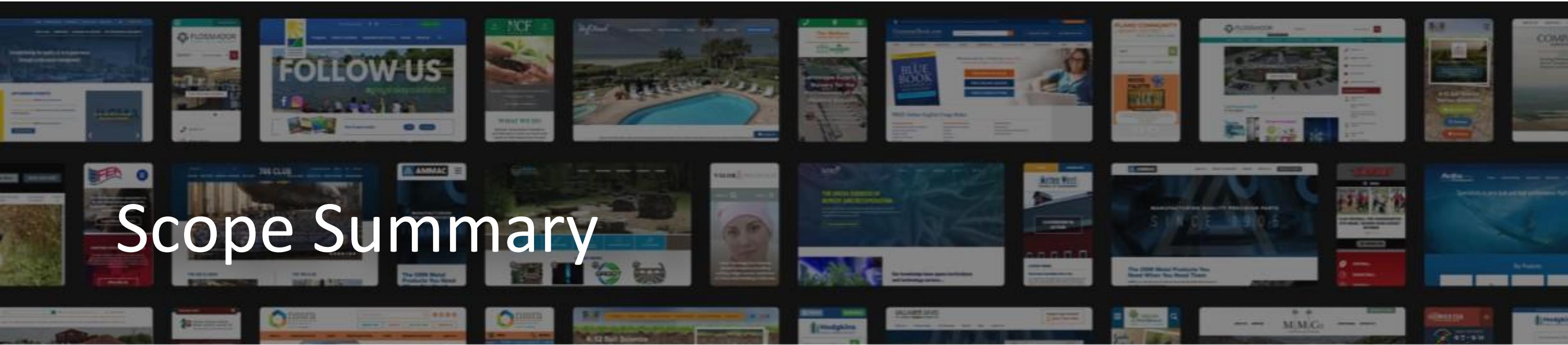
# Scope Summary

**Hood River County Library District's digital marketing deliverables will consist of the following components:**

√ Creative Brief to Be Distributed and Reviewed with the **Hood River County Library District** Staff

√ Assist **Hood River County Library District** with Site Map and Information Architecture

√ Make Layout (User Experience) Recommendations for Site Based on Evaluation of Current User Journeys and Best Design Practices

√ Custom Desktop and Mobile Home Page Design Concepts with Design Revisions

√ Custom Desktop and Mobile Internal Page Design Concepts (3 Unique) with Design Revisions

√ Code Website Utilizing Responsive, Mobile-First, User-Centered Design Approach w/AMP Elements for Quick Load Time

√ PWA (Progressive Web Application) Code for Native, App-like User Experience to Cross-Platform Web Applications

√ Integrate WordPress Content Management Solution (v 6.9)
The WordPress CMS platform is Open Source and based on PHP and MySQL, and has many features including plug-in architecture and template systems. All navigation is automated based on simple selection criteria and a user-friendly dashboard. New pages can be added at any time and edited through the use of a WYSIWYG content editor. This editor can be customized and will be structured to meet **Hood River County Library District's** specific needs. For instance, permissions may be set up so that staff members may submit to a supervisor for approval prior to publishing. The **Hood River County Library District** staff will have the ability to edit pages and scale images, post current news releases, announcements, PDF/JPG/GIF documents, links, and highlight important text live from the frontend with unlimited concurrent editors using browser-based administration.

√ Use Appropriate Navigation for the Website (Dropdowns, Mega Menu, Breadcrumbs, etc.)

√ Emergency Alerts Banner

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✓ Prominent Catalog and Site Search Feature

✓ Calendar of Events, Event Registration, and Room Reservation System (Library Market)

✓ Upcoming News and Events Feed on Home Page (Library Market)

✓ Rotating Image Area of Events on Home Page

✓ New Arrivals Book Carousel on Home Page (Sage Library System)

✓ E-Newsletter Marketing Sign Up (Constant Contact)

✓ Ninja Forms Plug-in for Online Forms

✓ Board Meeting Agendas and Meeting Minutes Section with Archived Materials

✓ Digital Resources Section

✓ Google Translate Integration

✓ Donations Via PayPal

✓ Social Networking Site Links

✓ Integrate/Link to All Other Third-Party Database Systems As Required

✓ Build Up to 70 Website Pages

✓ Set Up All Page Redirects

✓ Implement Google Analytics (GA4) To Monitor Website Statistics

✓ Implement Organic SEO Strategies To Assist with Search Engine Placement (Yoast SEO)

✓ Test Site for Optimum Performance Prior to Launch Using Google PageSpeed Insights and Lighthouse Tools

# Scope Summary (continued)

√ Implement Website Page Speed Optimization Strategies to Increase Image Load Time (WordPress Smush Image Compression, WordPress Super Cache, HTTP/2 Support, Auto Generate WebP Images, Lazy Load Images, Concatenate & Compress CSS and JavaScript if Required)

√ Engage In Extensive Beta and Cross-Platform Browser and Operating System Testing Throughout Building Process, in Beta Environment, and Following Launch to Ensure Site Works Across All Web Browsers, Operating Systems and Screen Resolutions (Chrome 143+, Firefox 140+, Safari 26+, Edge 143+, Opera 123+), and Incompatible or Legacy Browsers As Needed (Windows 11 23H2+, iOS 18+, iPadOS 17+, macOS 14+, Android 13+) and Linux as Requested

√ WCAG 2.2 Level AA Accessibility Compliance Standards Used
Weblinx builds all websites in compliance with Section 508 of the Americans with Disabilities Rehabilitation Act. This compliance is directly responsible for and meets all Federal government agency web accessibility guidelines. To achieve this end, we provide descriptive and blank ALT Tags for all images, text/descriptions for audio/video files, text based menus, TH tags/SCOPE tags on tables, appropriate header tags, use role/aria parameters, use screen-reader only labels, and use em/rem units to ensure theme is navigable by keyboard alone. Weblinx will train the **Hood River County Library District** staff on how to keep the site within these guidelines. Weblinx will test the site with Pa11y and Achecker prior to launch to ensure full compliance.

√ Integrate Editoriia11y, a user-friendly accessibility "spellcheck" that shows results automatically inline, checks for issues a content author can fix, and checks fully rendered content to make content accessible from the start.

√ Train the **Hood River County Library District** Staff on the WordPress Content Management System, All Associated Plug-in Usage, and Google Analytics With Supporting Documentation Provided (4 Hours)

√ Launch One Responsive and WCAG 2.2 Level AA Accessibility Compliant Website for the **Hood River County Library District**

√ Continue to Monitor and Link Test the **Hood River County Library District** Site Following Site Launch (60 Days)
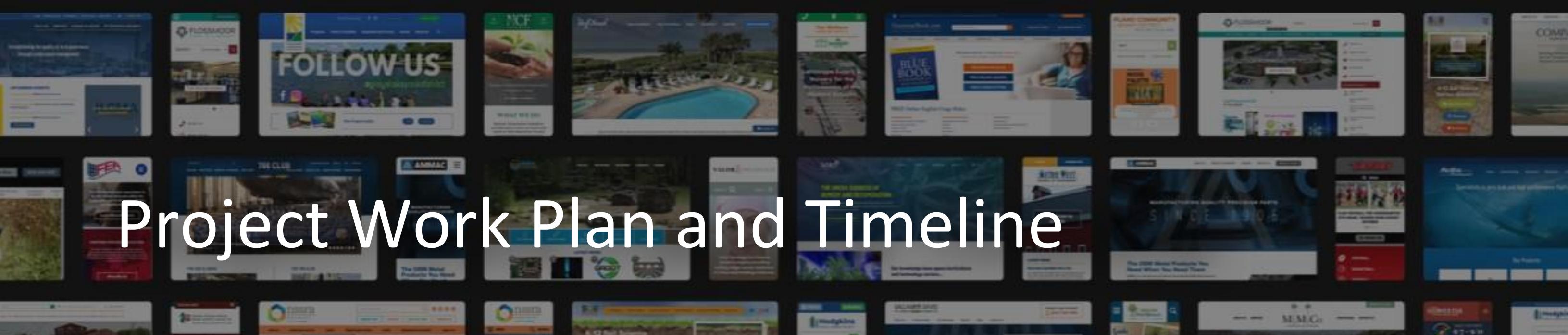
# Project Work Plan and Timeline

## Phase 1: Custom Website Design

Design **Hood River County Library District** website with Weblinx expert user experience design team.

• Creative Brief Review and Project Discovery

• User Experience Design Review and Recommendations

• Site Map Creation for Improved User Journeys

• Desktop and Mobile Home Page Designs Concepts w/Design Revisions

• Desktop and Mobile Internal Page Design Concepts (3 Unique) w/Design Revisions

• Provide Detailed Project Schedule to Client

## Phase 1 Timeline: 6  Weeks

## Phase 2:  Full Content Integration to Include Client Customizations

Customize content to customer approved design to include:

• Code Website Utilizing Mobile-First, Responsive Design Approach

• WordPress CMS Integration
• Implement Appropriate Navigation
• Emergency Alerts Banner
• Prominent Catalog and Site Search Feature
• Rotating Events Image Area on Home Page
• Calendar of Events, Event Registration, and Room Reservation System (Library Market)
• Upcoming News and Events Listing on Home Page (Library Market)
• New Arrivals Book Carousel on Home Page (Sage Library System)
• E-Newsletter Sign Up (Constant Contact)

• Ninja Forms Plug-in for Online Forms
• Board Meeting Agendas and Minutes w/Archiving Capability
• Digital Resources Section
• Google Translate Integration
• Donations Via PayPal
• Link to All Third-Party Systems As Required
• Build Up to 70 Website Pages
• Social Networking Site Links
• Google Analytics (GA4) Integration
• WCAG 2.2 Level AA and Section 508 Accessibility Standards
• Usability Testing
• Working Demo Provided in Beta Environment

## Phase 2 Timeline: 10-14 Weeks

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## Phase 3: Beta Testing and Toolset Training

Train **Hood River County Library District** staff on the WordPress CMS and all plug-in technology, and provide supporting documentation. Assist with making all necessary enhancements to formatting and overall look. Test site on multiple browsers and operating systems. Troubleshoot any questions posed by client during the training, revisions, and testing process.

### Phase 3 Timeline:  2 - 4  Weeks

## Phase 4:  Project Completion

Customer sign-off upon completion. WordPress CMS and document management training continues if needed. Submission and optimization to Search Engines.

- Testing Continues
- Set Up All Page Redirects
- Unique Page Titles and ALT Tags
- Meta Descriptions
- Live Text Navigation
- XML Sitemap Creation
- Implement Organic SEO Strategies To Assist with Search Engines
- Website Speed Optimization Strategies Implemented / Google PageSpeed Insights and Lighthouse Performance Testing
- Run Site Through Pa11y and AChecker to Ensure Compliance
- Integrate Editoria11y
- Launch One Responsive & WCAG 2.2 Level AA and Section 508 ADA Compliant Website

### Phase 4 Timeline: 1 Week

## Timeline for Completion of the Hood River County Library District Website Project: 19-25 Weeks

# Pricing Schedule

**Deposit:** $4,241.25

**Phase 1**

Project Discovery, Custom User Experience Design

**Installment 2:** $4,241.25

**Phase 2**

Custom Build, WordPress Content Management System Integration, and Content Migration

**Installment 3:** $4,241.25

**Phase 3**

Demo Review, Testing, Training, and Revisions

**Final Installment:** $4,241.25

**Phase 4**

Add'l Testing, Training, Revisions, Page Redirects, and Site Launch

**Total Hood River County Library District Project Investment:**
**$16,965 (117 Hours @ $145/Hour)**

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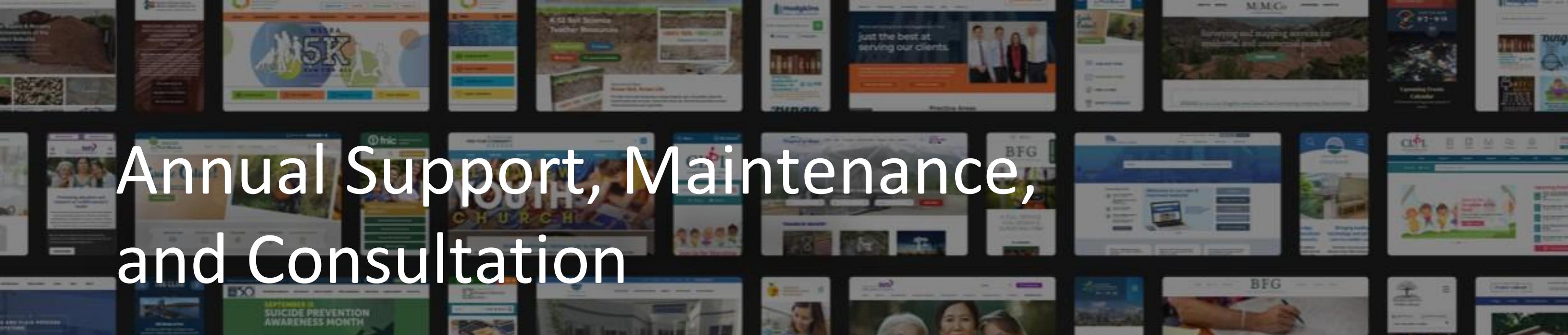
# Annual Support, Maintenance, and Consultation

Weblinx develops websites that are easy to maintain for our library clientele. We have included four (4) hours of technical assistance, maintenance, and support to the **Hood River County Library District** staff for 60 days following the completion and launch of the new website.

Weblinx will offer annual website hosting for the **Hood River County Library District** site if required. WordPress CMS and plug-in security maintenance may also be provided to ensure software versions are current. Regular backups and security audits may occur at a maximum of once per day and at a minimum of once per week with the website hosting plan.

Dedicated account support, maintenance and consultation management plans are available after the 60-day support period as outlined in Additional and Optional Fees in this proposal. Various maintenance plans are available and may cover website upgrades, site maintenance, ongoing conversation and continued recommendations for improving the website as new technology and applications are available.

Annual page speed optimization, which includes server-side and coding updates, along with accessibility reviews and updates may also be conducted on the site. We will keep the **Hood River County Library District** abreast of any impactful Google algorithm changes and update the site in conjunction with these changes to improve results and keep the site performing at its best.

Weblinx normal business hours are Monday through Friday from 8 AM to 5 PM CST. Our main office line is 630.551.0334. In case of emergency, a 24-hour hotline is available at 630.551.0334 x218. We will respond to problem requests within four (4) hours, and resolve problem requests within 24 hours of receiving the request.
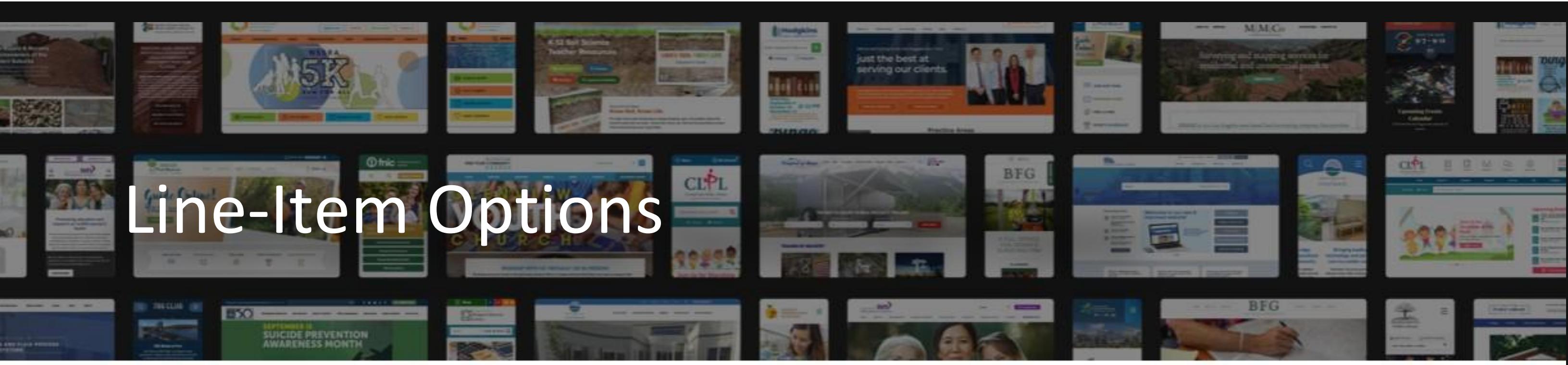
# Line-Item Options

**Website Hosting - Annual**
Weblinx will provide **Hood River County Library District** with a hosting plan that meets the organization's specific needs. Our servers are located in an IBM facility with 24/7/365 accountability. Weblinx servers are linked to the best network in the industry with unrivaled connectivity and an array of Tier One Providers that sets them apart. The robust network and infrastructure guarantees maximum up time and superior performance. This includes six 2-megawatt back-up power generators, over 3,000 tons of cooling capacity, 13 separate fiber ring connectivity and up to OC-192 connection. See **www.myweblinx.net** for more information on Weblinx website hosting plans.

**Starting at $400/year**

**Annual WordPress CMS and Plug-In Security Maintenance**
Weblinx will perform WordPress CMS and plug-in security updates on the **Hood River County Library District** website as new versions are released to minimize website vulnerability.

**$275/year**

**Daily Website Backups**
Add-on to web hosting plan upon request.

**Starting at $120/year**

**AccessiBe accessWidget Integration – Standard Plan**
The accessWidget uses an automated, AI-powered solution that tracks changes on your website and makes it compliant 24/7.

**$490/year; $290 integration fee (1st year); $145/year 2+**

**The Events Calendar (Modern Tribe)**
The Events Calendar allows for multi-filtering options, month/day/week/list views, photo inclusions, map and summary views, and more.

**$725/one-time fee**

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# Line-Item Options (continued)

**Event Registration System (Modern Tribe – The Events Calendar PRO)**    **$4,640/one-time fee**
Modern Tribe PRO allows for event registration, recurring events, additional views, location search, advanced widgets and more.

**Room Reservation System (Bookit)**    **$4,640/one-time fee**
Bookit allows for 24/7 room management and scheduling, daily/weekly/monthly calendar views, printable confirmations, notifications, and more.

**Custom Logo Design**    **$1,015/one-time fee**
Weblinx will provide four (4) unique logo design concepts for client review and consideration. Up to four (4) rounds of revisions are included.

**Corporate Identity Package**    **$1,740/one-time fee**
Weblinx will provide four (4) unique logo design concepts for client review. Once a design has been approved, two (2) unique business card, letterhead, and envelope design concepts will be provided for client consideration. Multiple rounds of revisions included. Visual style guide provided to client upon completion.

**Annual Technical Support and Site Maintenance**

| | |
|---|---|
| As Needed Basis | **$145/hour** |
| 10 Block Time Hours Per Year | **$125/hour** |
| 20 Block Time Hours Per Year | **$115/hour** |

**Hourly Rates**

| | |
|---|---|
| Programming/Training | **$145/hour** |
| Front End Development | **$145/hour** |
| Search Engine Marketing Services | **$145/hour** |
| Video, Audio, or Animated Enhancements | **$145/hour** |
| Web Design or Graphic Design Services | **$145/hour** |
| Professional Copywriting/Copy Editing (SEO–Friendly) | **$145/hour** |
| Social Media Management | **$145/hour** |

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# What Our Customers Say

**Here are a few testimonials from our satisfied public sector clientele:**

*"In redesigning our website, we selected the Weblinx Team because of their work with libraries. Throughout the design and development process, their knowledge and expertise helped us launch a website supporting the goals of our 21st Century library. Upon launching our new website, we have received overwhelmingly positive feedback, and we would recommend Weblinx to other libraries."*

**Karen Migaldi, Assistant Director, Crystal Lake Public Library**

*"We've used Weblinx numerous times to build and enhance our ever-growing digital presence. We are so proud of the work they've done and would highly recommend Weblinx to anyone looking to bring their website to life. The process has always been smooth from start to finish, and the entire team is highly focused, easy to work with and committed to exceeding expectations. They pay attention to every detail and offer innovative solutions to ensure functionality is seamless across desktop, mobile and a variety of web browsers. We appreciate their creativity, as well as their customer service. Whatever direction you wish to go...Weblinx can take you there."*

**Kyle Halverson, Director of Marketing and Communications, Fox Valley Park District**

*"In 2021 the Village of North Aurora sought to update our website to a modern, streamlined design with the goal of being user-friendly for our visitors and to also make the backend content management system more manageable for staff. Weblinx staff did an amazing job of working with Village staff to create a design and layout to meet our needs and were incredibly receptive to feedback. Transitioning a website to an entirely new content management system is by no means an easy task, but Weblinx made it look so and we had a very smooth changeover to the new system. Weblinx assisted Village staff in navigating all of the new features and backend systems and continues to provide excellent support."*

**Natalie Stevens, Executive Assistant/Deputy Village Clerk, Village of North Aurora**

*"The Weblinx team was amazing to work with through our complete website re-design! They are professional, very organized, open to ideas and friendly. Our new website not only looks great, but is now user-friendly both on the back end and customer side."*

**Stephanie Barone, Program Supervisor/Office Manager, Hampshire Township Park District**

*"We needed a user-friendly site so visitors could easily find what they were looking for, and we needed functionality to be seamless for users and for our organization as we have just one full-time staff member. A huge thank you to the Weblinx team for their patience and diligence. We couldn't be happier with our new website."*

**Laurie Kokenes, Executive Director, Forest Park Chamber of Commerce & Development**
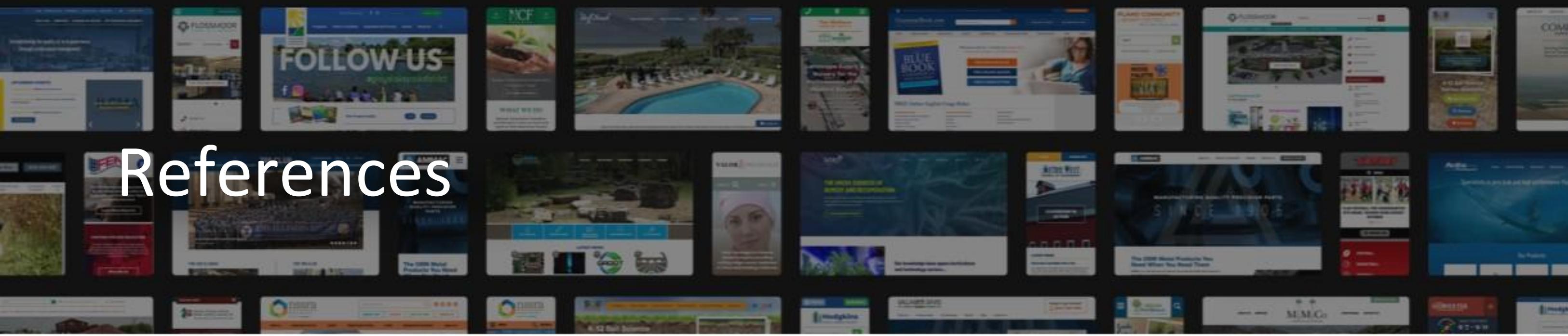
# References

## Chelsea District Library

Virginia Krueger, Head of Marketing & Outreach

221 S. Main Street

Chelsea, MI 48118

T: 734.475.8732 x229

E: vkrueger@chelseadistrictlibrary.org

**www.chelseadistrictlibrary.org**

Client Since 2024
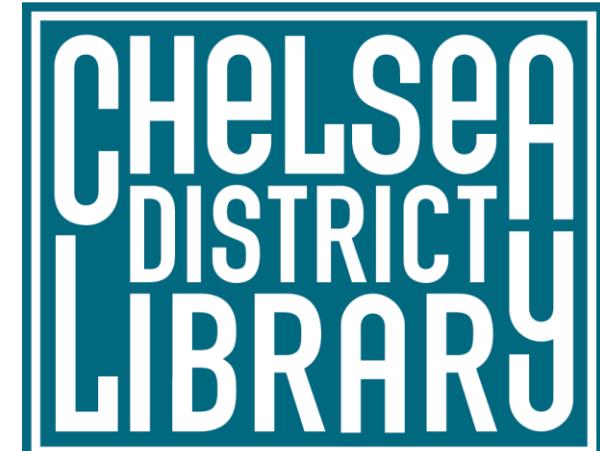
## Geneva Public Library District

Lynette Singh, Information Technology Manager

227 S. Seventh Street

Geneva, IL 60134

T: 630.232.0780 x310

E: lsingh@gpld.org

**www.gpld.org**

Client Since 2022

## Memorial Hall Library

Dean Baumeister, Coordinator of Reference Services

2 North Main Street

Andover, MA 01810

T: 978-623-8431

E: dbaumeister@mhl.org

**www.mhl.org**

Client Since 2023

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# Terms & Conditions

## Standard Payment Plan

The **Hood River County Library District** website design project investment is $16,965. A deposit in the amount of $4,241.25 will be due to initiate the project. The remaining balance of $12,723.75 will be invoiced over three remaining installments, with $4,241.25 due per installment. The web hosting fee (starting at $400/year) and the WordPress CMS and plug-in security maintenance fee of $275/year will be due following the launch of the new website. Payments may be made payable to Weblinx, Inc.

## Default of Payment

In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 16th Judicial Circuit, Kendall County, Illinois.

## 60-Day Grace Period

Weblinx will administer up to four (4) hours of standard text and photo changes on the website up to 60 days following the website launch. Layout, programming changes, or abundant page additions will require an additional fee billable at $145/hour. The **Hood River County Library District** will be notified if and when additional fees are required. Maintenance plans are available for purchase after the 60-day grace period.

## Deliverable Ownership

**Hood River County Library District** will own all rights to the content and source code of the website.

## Work

Weblinx will take responsibility for the quality and timeliness of the work produced. We have allotted a total of 117 hours for completion of the scope deliverables. If the actual duration of the work exceeds the estimated number of hours allotted to complete the work, Weblinx has the right to review the project scope and additional fees may apply.

## Graphics Approval

E-mail approval of graphics is required to build the website.

# Let's Get Started

## Expiration

There is a 30-day rate lock on this agreement, from the date indicated below. After this period of time, Weblinx has the right to alter fees based on the going rates for service.

## Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

Customer has caused this agreement to be effective as of the date indicated below. Please authorize this page and return to Weblinx, Inc. Thank you for your business.

---

**Rachael Fox, Library Director**

**Theresa Kuhl, Sales and Digital Marketing Manager**

**Hood River County Library District**

502 State Street

Hood River, OR 97031

**Weblinx, Incorporated**

165 Kirkland Circle

Oswego, IL 60543

**For Hood River County Library District:**

**For Weblinx:**

Signature
Date

Signature
Date 2/4/2026

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**Prepared by:**

**LIBRARYMARKET**

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

# Project Proposal

## LibraryCalendar

**Prepared for:**

Hood River County Library District
502 State Street
Hood River, OR 97031

**Created:**

February 13, 2026
*Estimate valid for 90 days.*

# WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

## Meet **Hootie.**
Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!

## Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

## Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

## Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

## What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

# OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

*Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.*

# OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:

### BEN BIZZLE
**chief executive officer & owner**

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

*12 Years Library Experience*
*24 Years IT Experience*

### STEVEN TROTTER
**chief creative officer & owner**

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

*25 Years Design & Branding Experience*
*15 Years User Interface Design Experience*

### VALERIE CARROLL
**chief operating officer & owner**

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

*5 Years Library Experience*
*5 Years Project Management Experience*

*Master of Arts, English*
*Bachelor of Arts, English*

### JOE BOX
**chief information officer & owner**

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

*13 Years Library Experience*
*16 Years IT Experience*

# OUR TEAM

DUSTIN HOOD
**project manager**

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

*6 Years Project Management Experience*

LINDSAY SARIN
**project manager**

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

*9 Years Library Experience*
*8 Years Project Management Experience*
*Master of Library Science*
*Bachelor of Science, English & History*

HAYLEY WEBB
**lead content manager**

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

*5 Years Content Management Experience*

*Master of Arts, English*
*Bachelor of Arts, English*

CLAY FREEMAN
**chief technology officer**

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

*8 Years Web Development Experience*

*Master of Science, Computer Science*
*Bachelor of Science, Computer Science*

JEREMY JACKSON
**lead frontend developer**

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

*4 Years Web Development Experience*

# Section
# One

## Library**Calendar**

*design & development*

# SAMPLE SCREENS



UPCOMING EVENTS LIST VIEW

View online at https://www.saginawlibrary.org/events/upcoming



MONTH CALENDAR VIEW

View online at https://www.amespubliclibrary.org/events/month

# SAMPLE
# SCREENS



DETAILED EVENT VIEW

View more examples online at https://www.southburylibrary.org/events/month



EVENT REGISTRATION

View more examples online at https://shpl.info/events/month

# SAMPLE
# SCREENS



## RESERVE A ROOM OPTIONS
View online at https://www.tcpl.org/reserve-room



## ROOM AVAILABILITY
View online at https://www.amespubliclibrary.org/reserve-room/room

# SAMPLE
# SCREENS



ROOM DETAILS VIEW

View online at https://www.lincolnlibrary.info/reserve-room/carnegie-north-south



ROOM RESERVATION FORM

View online at https://www.meadpl.org/reserve-room/new

# FEATURES

Each instance of Library**Calendar** is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. Library**Calendar** comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

**Events** - allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

**Reservations** - enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.

## Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files

## Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
  - Soonest allowed reservation
  - Farthest allowed reservation
  - Longest allowed reservation
  - Shortest allowed reservation
  - Number of reservations allowed in a set period

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/ phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

## Taxonomy Structure

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the Library**Calendar** system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.

## Room Equipment & Setups

The Library**Calendar** system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.

## Multiple Branch Support

Rooms and events are assigned to branches. Library**Calendar** can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

# FEATURES
CONTINUED

**Staff & Patron Notifications**

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom "trigger" times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.

**Shareable Assets**

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.

**Patron Interaction**

Library**Calendar** offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.

# FEATURES
CONTINUED

Library**Calendar**

## Multi-tier Permissions

User accounts can be created by any top-level administrator of Library**Calendar**. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.

## Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.

## Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!

## Accessibility

Library**Calendar** meets WCAG 2.2 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.

## Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

# FEATURES
## CONTINUED

**Fast & Reliable**

Library**Calendar** is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

**Support**

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to Library**Calendar** as they become available.

**Training**

Extensive staff training is included with every Library**Calendar** implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.

# Section
# **Two**

## Library**Market**

*project process &
management*

# PROJECT PROCESS

**Kickoff**

Meet with your dedicated project manager to discuss project parameters and start collecting information needed for the site spin up. Establish how library brand assets can be used within the calendar.

**Installation & Customization**

Our development team will spin up the site on our server environment and install and theme the calendar.

**Configuration**

Library meets with the project manager to configure the calendar. This includes four standard sessions:

- Basic Navigation, User Creation, and Taxonomies
- Event, Registration, and Reservation Form Customization
- Event, Registration, and Reservation Settings
- Permissions and Training Strategies

By the end of these sessions, the calendar will be ready for content entry.

**Training**

Library Market will train the library staff over several sessions covering Basic Calendar Navigation, Managing Registrations, Creating/Editing Events, and Moderating Reservations.

**Content Placement**

Library staff will begin the event and room reservation entry process. If using the optional Evanced migration, this step can be skipped. Your project manager will be available to answer questions and troubleshoot issues.

**Launch!**

On the launch date, Library Market will coordinate with the library team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

# SCHEDULING

Upon acceptance of our offer, we will schedule the Kickoff and Configuration meetings at your earliest convenience. Presuming your team is available for weekly meetings, the Kickoff-through-Training phases generally take 5-6 weeks.

The Content Placement phase is self-paced and varies greatly client to client based on size of library, team availability, etc. During this phase, your project manager will check in periodically and will start launch planning with you as your team draws closer to having the necessary calendar content in place.

# CLIENT SUPPORT

## How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.

## Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the configuration phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.

## Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of $200 or a 36-hour minimum retainer contract available for $3,600.

# CLIENT REFERENCES

Lisa Kropp
Director, Lindenhurst Public Library
lkropp@lindenhurstlibrary.org
(631) 957-7755
https://www.lindenhurstlibrary.org/

Todd Schlitt
Director, Amityville Public Library
tschlitt@amityvillepubliclibrary.org
(631) 264-0567
https://www.amityvillepubliclibrary.org/

Alex Vancina
IT Department Head, Helen Plum Library
avancina@helenplum.org
(630) 656-6909
https://www.helenplum.org/

# Section
## Three

**Library**Market

*project terms & pricing*

# SERVICE COSTS

Library**Calendar**

## Implementation

| Description | Rate | Budget |
|---|---|---|
| • Installation, Configuration, and Customization | One-Time | $2,000 |
| **Total Cost** | | **$2,000** |

## Annual Subscription Fee

| Description | Rate | Budget |
|---|---|---|
| • Hosting, Maintenance, Support, and Upgrades | Annual | $1,500 |
| **Total Cost** | | **$1,500** |

| **First-year total** | **$3,500** |
|---|---|

# TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Hood River County Library District
502 State Street
Hood River, OR 97031

Whereas,
1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and
2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound, the Parties agree as follows:

## SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

## SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

## SECTION 3. BILLING AND PAYMENT

*3.1. Compensation*
Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at $.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project Proposal includes only Library Solutions, LLC

# TERMS & CONDITIONS

fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

*3.2. Payment Schedule*
Payment is due according to the project timeline. The Implementation Fee and any Optional Services Fees for installing and customizing the Product for the Client will be due immediately upon signing contract. The Library**Calendar** Annual Subscription Fee for hosting, maintenance, support, and upgrades will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.

Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

*3.3. Late Payment*
A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

## SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of $200 per hour. Such charges shall be in addition to all other amounts payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

## SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

# TERMS & CONDITIONS
## CONTINUED

only, shall not be reproduced or copied in whole or in part.

### SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

### SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which:

is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

### SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

# TERMS & CONDITIONS
## CONTINUED

*8.1. Damages*

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

*8.2. No Infringement*

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same,

the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

## SECTION 9. CONFIDENTIAL INFORMATION

*9.1. Definition*

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through

no fault of the receiving Party;
b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;
c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;
d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and
e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

*9.2. Nondisclosure*
During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such non-disclosure/non-use obligations.

*9.3. Agreement*
Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

*9.4. Injunctive Relief*
In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

## SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
2) Make no attempts to resell the Product.
3) Use the Product only for lawful purposes.
4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
5) Implement and maintain external procedures for reconstruction of lost or

altered files, data, or programs.

6) Establish designated points of contact for interfacing with the Provider.

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

## SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

## SECTION 12. SERVICE PERFORMANCE GUARANTEES

### 12.1. Hosting and Service Outages

The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

### 12.2. Customer Service

Customer service requests are handled through a support ticket system. Hours for customer service are Monday–Friday, 8 a.m. to 5 p.m. CST.

## SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of $50.00 per backup copy.

## SECTION 14. TERMINATION

### 14.1. Termination Procedures

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

### 14.2. Insolvency

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition

# TERMS & CONDITIONS
## CONTINUED

filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

*14.3. Charges*
The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

## SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.
The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

## SECTION 16. GENERAL PROVISIONS

*16.1.*
This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in writing and signed by authorized officers of the

Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

*16.2.*
Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

*16.3.*
The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

*16.4.*
This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

*16.5.*
If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

# TERMS & CONDITIONS
## CONTINUED

*16.6.*
No delay or failure either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

*16.7.*
In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 14.

*16.8.*
The Client shall furnish, at the Provider's request but no more frequently than annually, a signed certification:
1) verifying that the Product is being used

pursuant to the terms of this Agreement and
2) listing the locations where the Product is being used.

*16.9.*
This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

*16.10.*
This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

# ACCEPTANCE

**Checks payable to:**

Library**Market**

**Address:**
PO Box 17332
Jonesboro, AR 72403

**Proposal Date:**
February 13, 2026

| Job Descriptions | Total |
| --- | --- |
| • Library**Calendar** Implementation | $2,000.00 |
| • Library**Calendar** Subscription (Annual) | $1,500.00 |
| **Total Cost** | **$3,500.00** |

## Payment Terms

- Implementation and Optional Services fees due upon signing
- Annual Subscription fee due at launch

| | |
| --- | --- |
| Client Name | Position |
| Signature of Approval | Date |
| Ben Bizzle | CEO | February 13, 2026 |
| | Date |

# Exhibits Policy
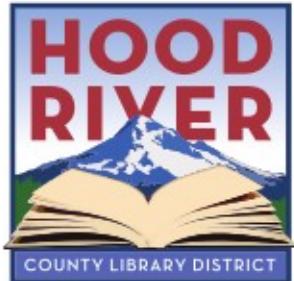
Hood River County Library District welcomes art exhibits and displays. Exhibit areas are made available to individuals and community groups in an effort to enrich the educational and cultural resources of the community. District staff may offer exhibits that promote library services.

The District has ~~two~~ four primary exhibit spaces in the Hood River Library: the walls of the Jeanne Marie Gaulke Community Meeting Room, ~~the showcase in the lower level, the tables near the main circulation desk~~, and the Library Lane hallway.

The District provides the use of these exhibit spaces at no charge on a space-available, advance reservation basis to individuals, nonprofit organizations, government agencies, and groups engaged in educational, civic, cultural, and intellectual activities.

Scheduling of the exhibits is coordinated by the Library Director or designee. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Exhibitors should check exhibit spaces well in advance of exhibits.

## Publicity

At its discretion, the District may choose to publicize exhibits itself. The exhibitor will be asked for information about the exhibit at least three weeks in advance. This may include an exhibitor's statement and biography, description of the works on exhibit, and information about the exhibiting group. It is highly recommended that exhibitors provide a high quality photo of the exhibitor and/or of the exhibitor's work. Exhibitors also are encouraged to label their works of art to aid and educate the public.

Exhibitors are encouraged to hold a reception in the meeting room during the time of the exhibit. The exhibitor is solely responsible for this event, for providing refreshments (if desired), and contacting the District to reserve the room. No alcohol is permitted within the facility.

## Rules and restrictions

Displays usually last for no more than one month, from the first to the final day of each month. It is not the intent of the District to provide permanent or continuous exhibits. The exhibit areas are available on a first-come, first-served basis.

Due to space constraints, the District generally does not permit free-standing exhibits, since they may interfere with access or present a safety hazard.

No exhibits may be mounted outside of the exhibit spaces defined here without approval of the Library Director. Works should be mounted using the display mechanisms provided.

Exhibits in all District display spaces can be viewed by adults and children with a variety of

outlooks, beliefs, and interests. The District requests that exhibitors consider the public nature of the library when selecting art or other material. The District does not endorse or advocate the viewpoints of exhibits or exhibitors.

Written complaints regarding exhibits will be reviewed by the Library Director, with referral to the Board of Directors as necessary.

## Sale of artwork

The District does not act as a business agent for exhibitors. The exhibitor may leave a price list and contact information for the public to use. The purchase of art shall be a private transaction made directly between the exhibitor and the buyer. The District does not take a commission in connection with the sale of exhibit items.

Sold works may not be removed until the end of the exhibit period unless the seller coordinates this with the Library Director.

## *No Responsibility of Library*

The District is not responsible for theft or damage of any items. The District, its agents, employees, and elected officials do not assume responsibility or liability for materials displayed by exhibitor. The provision of display space for public use does not constitute library endorsement of the beliefs or viewpoint of topics exhibited. Items displayed will not be insured by District. It is recommended that items on loan for display will be covered under an insurance policy held by the exhibitor.

THE EXHIBITOR, _____ ACKNOWLEDGES RECEIPT OF THIS POLICY AND ACCEPTS THE TERMS AND CONDITIONS ENUMERATED HEREIN.

Exhibitor Signature: _____

Date Signed: _____

Approved by the Board of Directors, October 18, 2011
Last amended, February 17, 2026, December 20, 2022
Last reviewed, December 20, 2022

# Bilingualism Proficiency
# Pay Policy
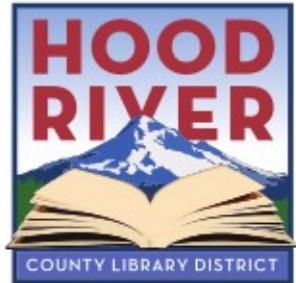


It is estimated that over 30% of the population of Hood River County speak Spanish as their primary language. Hood River County Library District ("District") recognizes the value of employees who can communicate with patrons in both Spanish and English, as well as those who can communicate in American Sign Language (ASL). Accordingly, the District would like to offer additional compensation to eligible employees who can communicate effectively in both Spanish and English, or in ASL (hereafter referred to as "bilingual") when bilingual skills are a benefit to their specific job duties.

## Purpose

The objective of this policy is to establish uniform guidelines and criteria for additional compensation for employees who have bilingual skills. Such bilingual skills include the ability to communicate in writing, reading, and conversing, with full comprehension proficiency in both Spanish and English, or the ability to communicate fluently in American Sign Language (ASL).

## Scope

This policy applies to all Hood River County Library District employees who meet the eligibility requirements.

## Eligibility Requirements

To be eligible for bilingual pay, employees must work in a capacity where bilingual skills are:

- Necessary for the performance of their job duties, or
- Considered beneficial to Hood River County Library District's service delivery

The Library Director, or designee, will determine whether bilingual language skills are necessary for an employee's job performance or beneficial to service delivery. The job description will indicate if the position has been reviewed and approved for bilingual pay compensation. At any time, the District can discontinue offering bilingual pay when, in the discretion of the Library Director, bilingual skills are not necessary or beneficial to the duties assigned to the employee. Additionally, the District may determine whether other languages may be added for bilingual pay due to various external factors and needs of the District.

## Testing Requirements

To receive bilingual pay, eligible employees must demonstrate proficiency in Spanish and English, or in American Sign Language (ASL). Proficiency will be established by achieving the required minimum score on testing administered through a vendor determined by the District.

- Employees who fail to achieve the required minimum score may retest after 60 days with Library Director or designee approval

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

- Employees may not test more than twice in a calendar year
- Employees are only eligible to receive bilingual pay for Spanish or ASL language skills, unless other languages are determined by the District to be necessary or beneficial for the employee's position

Employees who are unable or unwilling to use bilingual skills in their Hood River County Library District work may have bilingual pay revoked.

## Testing Format and Compensation

Language proficiency will be assessed using the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale for Spanish. The employee will need to test at ACTFL Level Advanced Low or higher on the oral examination and Intermediate High or higher on both the written and reading competency tests. The employee will need to test at ACTFL Level Advanced Low or higher. Testing will include both a standardized written competency test and an oral examination.

ASL Language proficiency will be assessed using the Sign Language Proficiency Interview in American Sign Language (SLPI:ASL). The employee will need to test Advanced or higher. Compensation for bilingual skills is separate from base pay and cannot be paid retroactively.

## Recertification and Discontinuation

To continue receiving bilingual pay, employees must recertify their proficiency every three (3) years from the date of initial certification.

Bilingual pay must be discontinued if:

- An employee's certification expires,
- The employee is reassigned to a position where bilingual skills will not be used, or
- The employee's position duties no longer meet the qualifying criteria

## Compensation

Employees eligible for bilingual pay will receive additional compensation equal to five percent (5%) of their base pay rate. Nothing in this policy is intended to prohibit or discourage employees from communicating with library patrons in Spanish, ASL, or any other language, as appropriate in the discretion of the employee.

Adopted by the Board of Directors: August 19, 2025
Revised 2/17/26, 1/13/26

# HOOD RIVER
# URBAN RENEWAL AGENCY

## Fiscal Year 2024-25
## Annual Statement

Distributed to impacted taxing districts and on file with the City of Hood River

**URBAN RENEWAL AGENCY OF THE CITY OF HOOD RIVER**
**ANNUAL STATEMENT**
**January, 2026**

Each year, urban renewal agencies in Oregon prepare an annual statement summarizing certain financial information, which is filed with the governing body of the municipality and distributed to each taxing district affected by an urban renewal plan of the agency (ORS 457.460). This report is presented on the same basis of accounting as the Agency's audited financial statements and includes:

1. The maximum indebtedness for each urban renewal area included in an urban renewal plan of the agency including the amount of indebtedness incurred through the end of the immediately preceding fiscal year.

2. The purposes and amounts for which any monies received and from indebtedness incurred were expended during the preceding fiscal year.

3. A budget setting forth the purposes and estimated amounts for which the monies that have been or will be received and from indebtedness incurred are to be expended during the current fiscal year.

4. An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts.

The Hood River Urban Renewal Administrator is available to consult with affected taxing district and respond to questions, contact:

Will Norris
Hood River Urban Renewal Administrator
211 2nd Street, Hood River OR 97219
w.norris@cityofhoodriver.gov | (541) 387-5206

**Maximum Indebtedness**

The Urban Renewal Agency of the City of Hood River operated four plans in FY2024-25; the Hood River Heights Plan (adopted in 2011), the Hood River Waterfront Plan (adopted in 2008), Columbia Cascade Plan (adopted in 1987), the Westside Plan (adopted in 2023).

The primary economic development tool of an urban renewal agency is its authority to borrow for strategic investments that spur private development and taxable value growth. This tax growth repays agency borrowing, leaving a revitalized area and a higher tax base for ongoing general government services. Each district has an assigned maximum borrowing level that is established when its Plan is adopted and can only be changed by a major amendment process. The Waterfront District completed a Major Amendment process in FY2023-24 that increased its maximum borrowing from $5.75 million to $7.90 million. This additional borrowing is intended to complete the Waterfront Stormwater Line Replacement Project.

The authorized borrowing levels, known as "Maximum Indebtedness", for each Hood River Urban Renewal District and the amount of actual debt incurred through FY2024-25 are below.

| | Maximum Indebtedness | | | |
| --- | --- | --- | --- | --- |
| | Columbia Cascades Plan | Waterfront Plan | Heights Plan | Westside Plan |
| Authorized Maximum Indebtedness | $ 19,298,192 | $ 7,900,000 | $ 8,495,650 | $ 146,700,00 |
| Indebtedness Incurred Through 2024-25 | 16,810,885 | 5,909,579 | 1,994,755 | 229,733 |
| **Remaining Available Indebtedness** | $ 2,487,307 | $ 1,990,421 | $ 6,500,895 | $146,470,267 |

**FY2024-25 Division of Tax and Impact on Overlapping Districts**

Property taxes are used by urban renewal agencies to repay debt incurred for projects that improve urban renewal areas. Hood River's Urban Renewal Districts calculate taxes through a "division of tax" process. Under this process, overall property taxes remain the same. District property tax growth is redirected for economic development investments. Property owners are often confused when reading their tax statements because the amount redirected through the division of tax process to the agency is shown as a separate amount, even though it is not an additional tax.

Taxing districts forego a share of the property tax income during the life of an urban renewal plan to fund activities that will increase future property values. The table on the next page shows the property taxes raised in Fiscal Year 2024-25 for the Hood River Urban Renewal Agency from the permanent rate levies of impacted taxing districts.

| | Billing Rate per $1,000 | Incremental Assessed Value | Division of Tax for Urban Renewal |
|---|---|---|---|
| Hood River County | $ 1.41710 | $128,149,521 | $ 181,601 |
| 911 Communications District | 0.56440 | 128,149,521 | 72,328 |
| City of Hood River | 2.81120 | 126,303,471 | 355,064 |
| Port of Hood River | 0.03320 | 128,149,521 | 4,255 |
| Hood River Parks & Recreation District | 0.34980 | 128,149,521 | 44,827 |
| Hood River County Transit District | 0.07230 | 128,149,521 | 9,265 |
| Hood River County Library District | 0.39000 | 128,149,521 | 49,978 |
| Westside RFPD | 0.78100 | 1,846,050 | 1,442 |
| Columbia Gorge Community College | 0.27030 | 128,149,521 | 34,639 |
| Columbia Gorge ESD | 0.46780 | 128,149,521 | 59,948 |
| Hood River County School District | 4.81190 | 128,149,521 | 616,643 |
| Total | | | $ 1,429,989 |

**Fiscal Year 2024-25 Activities**

In FY2024-25, the Agency received $1.40 million in property taxes that, along with existing fund balances, were used to repay debt from prior agency projects and continue plan projects. Specific plan activities included:

Columbia Cascade Plan:

The Columbia-Cascade district no longer collects tax increment. Accumulated fund balance funded continued work on the downtown portion of the muti-year, multi-phase, and multi-district stormwater system rehabilitation project. The downtown portion of the project redirects stormwater flows away from Hood River's Waterfront and into an enhanced wetland on the south side of I-84. The project is anticipated to be completed towards the end of FY2025-26. It will result in improved useable life of the system and improve water quality.

Waterfront Plan:

The Waterfront District continued to fund the replacement of the Waterfront District's portion of the stormwater rehabilitation project. Failing stormwater lines were located underneath several businesses. The project moved the lines into the roadway. The work completed in FY2024-25 ran along Riverside Drive.

New Stormwater Outfall

Heights Plan:

The Heights Streetscape Plan is now fully adopted and incorporated into the City's Transportation System Plan. Engineering on Taylor Avenue improvements and enhanced crosswalks across 13th Street at Taylor and A Streets began in FY2024-25 with construction anticipated in the Summer of 2027. The Agency purchased property at 1217 May Street for the eventual roundabout planned for the intersection of

Heights Streetscape Plan

13th and May Street. The property will be leased to an area non-profit until it is needed for

roadway widening. Jurisdictional transfer negotiations with ODOT for local control of the sections of OR-281 that run through the Heights District continued.

Westside Plan:
FY2024-25 was the first year of operation for the newly created Westside District. The District launched a Middle Housing Construction Incentive (Res 2024-URA-06). This incentive program equalizes the development fee burden for modest home types, often referred to as "Missing Middle" housing. The program is financed with a $1,000,000 loan, with half from the Oregon Investment Board and half from the City of Hood River. Funds will be drawn on an as needed basis.

The District also began preliminary engineering for a roundabout at Mt. Adams and Cascade Ave (US-30). This intersection serves the largest remaining reserve of undeveloped property in Hood River's urban growth boundary. Enhancing the capacity of this intersection is essential to utilizing 240 acres of undeveloped and under-developed land to address the City's housing shortage.


Roundabout Illustration

Other projects included negotiating the final development for the 130-unit Mariposa Village Affordable Housing development, commissioning a study of alternative publicly supported housing models, evaluating publicly owned properties to support housing, and development Westside District performance and equity metrics.

**Fiscal Year 2024-25 Results:**

| | General Fund | Columbia Cascade | Waterfront | Heights | Westside |
|---|---|---|---|---|---|
| **Resources** | | | | | |
| Beginning Fund Balance | $ 88,289 | $2,842,451 | $1,308,525 | $ 850,810 | $ - |
| Tax Increment Revenues | - | - | 855,209 | 376,787 | 150,332 |
| Transfers In | 114,000 | - | - | - | - |
| Other | 1,580 | 121,703 | 57,759 | 28,468 | 2,436 |
| Total Resources | 203,869 | 2,964,154 | 2,221,493 | 1,256,065 | 152,767 |
| | | | | | |
| **Requirements** | | | | | |
| Personnel | 177,356 | - | - | - | |
| Materials & Services | 20,015 | 123,558 | 433,357 | 195,149 | 98,121 |
| Capital | - | - | - | 580,047 | - |
| Debt Service | - | - | 22,363 | - | 1,547 |
| Special Payment | - | 203,086 | - | - | - |
| Transfers Out | - | 28,500 | 28,500 | 28,500 | 28,500 |
| Total Requirements | 197,371 | 355,144 | 484,220 | 761,798 | 128,168 |
| | | | | | |
| Ending Fund Balance | $ 6,498 | $2,609,011 | $1,737,273 | $ 494,267 | $ 24,600 |

**Budgeted Activities in FY2025-26 include:**

Columbia Cascade Plan
Hood River's downtown urban renewal district no longer collects tax increment but still holds remaining funds to deploy before closure. Needed stormwater improvements have priority for urban renewal funding. Once the downtown stormwater project is designed and bid, the agency intends to engage in a public discussion on the final downtown projects. Possible projects include but are not limited to:

- Parking Garage Feasibility and Business Plan
- Grant Program for Sidewalk Repair
- Additional Parking Infrastructure
- Wayfinding Signage
- Permanent "Big Art" installations

Waterfront Plan
All remaining resources are dedicated to the Waterfront Stormwater Line replacement project. FY2025-26 will include the final phases of the project. This includes redirection of downtown stormwater flows into an enhanced wetland south of I-84 that will drain into the Columbia River via the Hook.

Heights Plan
The Urban Renewal Agency continues to lead jurisdictional transfer negotiations with ODOT to gain control of the Heights section of State Highway OR-281. This is a precondition to begin construction of Heights Streetscape Plan projects.

A $30.1M jurisdictional transfer payment recommendation was reviewed by the Oregon Legislature's Jurisdictional Transfer Advisory Committee but was ultimately unsuccessful in the 2025 Legislative Session. The Agency expects reaching a directly negotiated deal with ODOT to be executed in the Spring of 2026.

30% Engineered Designs for Taylor Avenue improvements and enhanced crosswalks on 13th at the intersections of Taylor and A Streets will be completed in February, 2026. The Agency will move forward directly to full construction documents for this project as well as improvements along the length of 13th Street from Taylor to Belmont now that a near-term jurisdictional transfer is highly likely. Construction is expected in the Summer of 2027.

Westside Plan
The Westside District will continue to prioritize design of a roundabout at Mt. Adams and Cascade (US-30). The Middle Housing Construction Incentive will be evaluated and refined as needed. The Westside District will also continue to seek development agreements with willing property owners for construction of needed roadways, regional trails, and parks.

**Fiscal Year 2024-25 Budget:**

| | General Fund | Columbia Cascades | Waterfront | Heights | Westside |
|---|---|---|---|---|---|
| **Resources** | | | | | |
| Beginning Fund Balance | $ 3,906 | $2,328,520 | $1,918,302 | $ 512,376 | $ 6,701 |
| Tax Increment Revenues | - | - | 903,312 | 405,514 | 203,236 |
| Transfers In | 230,000 | - | - | - | - |
| Interest Earnings | 500 | 81,823 | 88,858 | 23,569 | 94 |
| Loan Proceeds | - | - | - | 4,400,000 | 1,000,000 |
| Other | - | 108,733 | - | - | - |
| **Total Resources** | 234,406 | 2,519,076 | 2,910,472 | 5,341,459 | $1,314,573 |
| | | | | | |
| **Requirements** | | | | | |
| Personnel | 196,748 | - | - | - | - |
| Materials & Services | 23,000 | 2,461,576 | 2,084,851 | 192,228 | 1,109,685 |
| Capital Outlay | - | - | - | 4,400,000 | - |
| Debt Service | - | - | 768,121 | - | 11,703 |
| Transfers Out | - | 57,500 | 57,500 | 57,500 | 57,500 |
| Contingency | 10,000 | - | - | 650,000 | 25,000 |
| **Total Requirements** | 229,748 | 2,519,076 | 2,910,472 | 5,299,728 | 1,203,888 |
| | | | | | |
| **Unappr. Ending Fund Balance** | $ 4,658 | $ - | $ - | $ 41,731 | $ 6,143 |

The full FY2025-26 Budget is available at: cityofhoodriver.gov/administration/finance-reports/