

Library Board of Directors
Regular Meeting Agenda

Tuesday, March 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 by the Hood River Valley Parks and Recreation District		Brian Hackett
VIII.	Reports		
	i. February 2026 Financial Statements		Rachael Fox
	ii. Friends update		Rachael Fox
	iii. Foundation update		Rachael Fox
	iv. Director’s report		Rachael Fox
IX.	Old Business		
	i. Library website proposals	Motion	Sara Marsden
X.	New Business		
	i. Programming Policy update	Motion	Sara Marsden
	ii. Youth Services Assistant job description	Motion	Sara Marsden
	iii. Library Director evaluation and planning		Sara Marsden

	session discussion		
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, March 17, 2025, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River

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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 i. Minutes from the February 17, 2026 regular board meeting Attachment: <ul style="list-style-type: none"> • IV.i. Minutes from the February 17, 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 Hood River Valley Parks and Recreation District Hood River Valley Parks and Recreation District Board member Brian Hackett, Partnership Outreach Lead, will present information regarding the pool bond and levy scheduled for the May 19, 2026 election.		Brian Hackett
VIII.	Reports		
	i. February 2026 Financial Statements The February financial statements, produced by our district accountant, were not ready before the packet was distributed.		Rachael Fox
	ii. Friends update <ul style="list-style-type: none"> • The Friends are hosting a one-day book sale Saturday, 		Rachael Fox

	<p>April 25, 2026, 10am-5pm in the library meeting room.</p> <ul style="list-style-type: none"> • Hardbacks, Softcovers and Young Adult \$1 • Pocketbooks 2 / \$1 • Children’s 4 /\$1 • DVDs / CDs 2 / \$1 • Bag Sale \$3, 3-5 pm • Cash, checks, and credit card payment <ul style="list-style-type: none"> • Hood River County Reads program will take place February – March, 2025. The program details are listed below in the Director’s report. 		
	<p>iii. Foundation update</p> <ul style="list-style-type: none"> • The Library Foundation is busy planning its annual Feast of Words fundraising event, scheduled for Saturday, April 11, 5:30-8:00pm. Proceeds from Feast of Words will go toward forward-facing picture book shelving in the children's library, as well as expanding free books for the Bookmobile and community partners FISH and One Community Health. 		Rachael Fox
	<p>iv. Director’s report</p> <p>ADMINISTRATION</p> <p>New Projector</p> <ul style="list-style-type: none"> • We have purchased a new projector for the library meeting room. The previous projector was fifteen years old, had become increasingly loud, and was recommended for replacement due to its age. The new projector produces a sharp image and operates quietly. <p>New Signage Library Gardens</p> <ul style="list-style-type: none"> • We will be installing new metal signage in the library gardens featuring our updated code of conduct. The signs will include two QR codes linking to the full code of conduct and a Spanish version. This will replace the existing signage, which displayed our outdated code of conduct. <p>SERVICES</p> <ul style="list-style-type: none"> • Bookmobile: The Hood River County Library District Bookmobile will begin an updated route this April. Based on community 		Rachael Fox

use, several stops have been adjusted to better serve our community. The new schedule includes three new stops and a time change for one existing location.

- **New Bookmobile Stops:**
 - Hood River Aquatic Center – 2nd Thursday of the month, 3:30–4:30 PM
 - Westside Elementary School – 3rd Thursday of the month, 5:00–6:00 PM
 - Odell (Empty lot next to the Fire Station) – 2nd and 4th Saturday of the month, 2:30–3:30 PM
- **Updated Time:**
 - Pine Grove – Early Intervention – now 4:30–6:00 PM

You can find the full Bookmobile route on our website and in our upcoming newsletter. Printed Bookmobile route brochures are also available at all library branches and on the Bookmobile. We will also be sharing our weekly Bookmobile stops on social media so you can easily see where we'll be each week.

PROGRAMS AND EVENTS

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.

Women's 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 March, we honor the remarkable women who have shaped our world through courage, creativity, and perseverance. Visit the library to explore our collection featuring memoirs, biographies, and stories of trailblazing women throughout history — from activists and artists to scientists and leaders. Stop by the displays, check out a title, and be inspired by the women who changed everything.

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.

Poetry Week Events in April

- **Indian Creek Poetry Walk Kickoff**, Wednesday, April 1, 6PM, Hood River Library Reading Room. Featured poets for this year's display will read their poems in the Hood River Library Reading Room.
- **Workshop: Rewilding Words**, Saturday April 4, 10 AM-12 PM, Hood River Library Meeting Room. Supplemented with handouts and using a variety of in-class approaches, this workshop will return writers of poetry and prose to the page with renewed commitment and inspiration. Sign up coming soon.
- **Presentation: “There Was a Time When the Word for Tree Was Landholder” from “Lost on Purpose” a poem by Ellen Waterston**, Saturday April 4, 5 PM-6 PM, Hood River Library Reading Room. Join Ellen Waterston, author and Oregon Poet Laureate, in contemplating and celebrating all things words—their origins, power, color, meaning, and musicality; their evolution and life span; their exotic configuration into languages. What do the modifications, abuses, and possible losses of words signal about our capacity for relationship to place and one another?



FUN, FOOD, & FUNDRAISING!



Come Join in the Fun & Help Support Your Local Libraries at Our Biggest Annual Fundraiser...Feast of Words!

DON'T MISS OUR AUCTION!

- 🚐 Bookmobile Ride-Along
- 👶 Private Kids' Party at the Library
- 🌊 3-Night Manzanita Beach Getaway
- 🌟 **NEW!** Private Evening Event at Hood River Library
- 🎉 Kids' Foam Party at the Library and more!

LEARN MORE & BUY TICKETS [HERE](#)

A benefit for the Hood River County Library Foundation

ADULT PROGRAMS

- **Bilingual Author Talk**, Thursday, March 5th, 6-7pm, Hood River Library Reading Room. “What if understanding your brain could help you parent, learn, and thrive in changing times?” Author and psychologist Laura Miranda Olivera will discuss neuroscience, education and resilience, including highlights from her three books: *Matrescencia en curso*, *Terapia Educativa informada por la neuropsicología*, y *Neurociencia en tiempos de desastres*.
- **Looking Closely: An Art Education Series**, Thursdays from 11am-12pm March 19 -May 7, Hood River Library Meeting Room. Join Kerry Cobb for a series that builds confidence in how to look at, talk about, and truly understand art. You’ll gain fresh perspective and observation skills just in time to make the most of the [Gorge Artists Open Studios](#) weekend, May 1–3, 2026. Sign up for one or all classes [here](#).

HOOD RIVER COUNTY LIBRARY DISTRICT

SIGN UP HERE

LOOKING CLOSELY

WITH KERRY COBB
How to look at, talk about & appreciate art

In these classes, we'll explore paintings from various eras and genres, learning how to understand and appreciate art by recognizing composition and techniques.

All are welcome. No previous art experience is necessary. Join us!

🕒 **Thursdays at 11:00 AM**
Hood River Library Meeting Room

MAR 19 LOOKING CLOSELY
MAR 26 COMPOSITION
APRIL 9 DESIGN
APRIL 16 PORTRAITS
APRIL 23 LANDSCAPES
APRIL 30 ABSTRACT
MAY 7 PHOTOGRAPHY

Hood River Library
502 State Street • 541-338-2535
www.hoodriverlibrary.org

- **Wildly Wonderful Native Plants** Tuesday, March 10, 6:00-7:30pm, Hood River Library Reading Room. Central Gorge Master Gardener Association presents Wildly Wonderful Native Plants led by Cheryl Rice of Hood River Water and Conservation District. Learn

about native plants prominent in the Columbia Gorge, their requirements to thrive and their importance and benefits to our environment.

- **Map & Compass Navigation** Saturday, March 21, 1:00-3:00pm, Hood River Library Meeting Room. Got a compass but not sure how to use it? In this free intro class, [Trails Diverged](#) instructors will teach simple map-reading and navigation basics so you can keep yourself safe — even if your phone dies in the backcountry. Map & Compass are provided for use during class.
- **Puzzle Competition**, Thursday, March 26, 5:30-7:00pm, Hood River Library Reading Room. Ready to puzzle? Teams of 2-4 adults race to finish a 500 piece puzzle in less than 120 min. Sign up here: <https://bit.ly/3ZzR1Kg> Recommended for Ages 13+ Sponsored by: Hood River Hobbies
- **Parkdale Library Free Yoga**, Saturday, March 7, 12:30-1:30pm, Parkdale Library. Yoga is coming to the Parkdale Library! Unroll your mat/towel/blanket and give yourself an hour to stretch, reset, and recharge with @wildbloomyoga.
- **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
 - March 7: Downstairs Meeting Room
 - April 4: Downstairs Meeting Room
- **Hood River Book Club** Second Wednesday, March 11, 12:30pm, Hood River Library Meeting Room & Zoom This month's book club selection is *On Gold Hill* by Jaclyn Moyer.
- **Cascade Locks Book Club** Thursday, March 26, 5:15pm, Cascade Locks Library.
- **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

- **Donuts & Minis** Saturday, March 14th, 10am-12pm,

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: The Cat Returns** Saturday, March 14th, 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, March 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

- **Matt Baker Comedy Stunt Show**, Wednesday, March 25, 5:30 pm, Hood River Library Reading Room. Don't miss our Spring Break comedy stunt show with Matt Baker—an action-packed, laugh-out-loud performance full of wild tricks, big energy, and fun for the whole family!
- **Spring Wreaths**, Wednesday, March 25 11am-12pm, Cascade Locks Library
Wednesday, March 25 2-3pm, Parkdale Library.

Celebrate the changing season and learn how to craft your own colorful wreath!

- **Be a Blade Hero! Sword Demo & Craft Time**, Saturday, March 28, 1:00pm Hood River Library Reading Room. Recommended for Kids age 6-13. Learn from Bridge City Blades sword expert Andy Plymate during a short, action-packed class and live

demo — then stick around to create your very own sword to take home!

- **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!
- **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, March 6th - Providence Down Manor, 10:30-11:30AM - The Bookmobile will be visiting Down Manor.
- Wednesday, March 11th - Hawks Ridge, 11:00-12:00 - The Bookmobile will be visiting Hawks Ridge.
- Friday, March 13th - Mid-Valley Elementary Loteria Night - The library will be present giving out free books and other goodies.
- Tuesday, March 17th, 5:00-6:30pm, the Bookmobile will be at Pine Grove Early Intervention (2405 Eastside Road) for their Literacy Night.
- Friday, March 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

	<p>St.</p> <ul style="list-style-type: none"> • 3rd Thursday, HOOD RIVER <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 3p-4p Rockford Grange • 2nd & 4th Saturday, ODELL <ul style="list-style-type: none"> • 10:30a-12:00p Mobile Home Park/AGA RD • 12:30p-1:30p Community Park, 3163 Tamarack Rd. • 2:30p-3:30p Mid Valley Market 		
IX.	Old Business		Sara Marsden
	<p>i. Library website proposals</p> <p>Attachment:</p> <ul style="list-style-type: none"> ◦ IX.i.a. Library Market Project proposal (Updated 3-13-26) ◦ IX.i.b. Renaissance Web solutions proposal ◦ IX.i.c. Weblix Incorporated proposal ◦ IX.i.d. Library Market Project proposal Library Calendar <p>The Library Board discussed the three proposal at their meeting on Tuesday, February 17, 2026. The Library Board had several questions for the top selection Library Market. Fox proposed the questions and they are addressed in the Library Market section below.</p> <p>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.</p> <p>Fox solicited proposals from three companies specializing in library websites:</p> <p>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</p>	Motion	Sara Marsden

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 Dalles Wasco County 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/>

Fox posed the following questions to Library Market owner Ben Bizzle.

- *Is support available outside of standard business hours (Monday–Friday, 9am–5pm Central Time)?* Hosting monitoring, maintenance, and support for the environment is provided 24/7 through Pantheon, their managed hosting provider. For Library Market support directly, they are available for emergencies 24/7 via their 800 number. They added this information to the updated contract in section 12.2 on page 42: "Emergency support is available 24/7 via the Library Market support phone number."
- *If the system goes down, what is the expected resolution or restoration timeframe?* Their hosting SLA commitment is 99.9% uptime, though they noted that in reality their sites don't go down unless there is a major, internet-wide issue. Pantheon uses Google Cloud as its core infrastructure and has 40 CDN nodes (data centers) around the world, providing redundancy to the hosting. Software updates take place behind the scenes, and at most a patron might encounter a failed page load that a refresh corrects. In the event that an update will create downtime, they schedule it during off-

	<p>hours, usually Saturday night, to minimize disruption.</p> <ul style="list-style-type: none"> • <i>What happens to the District's access and data if Library Market ceases operations, and is a refund policy in place if a shutdown occurs within a certain timeframe?</i> Library Market merged with LibraryIQ and Orangeboy in October, and their parent company is extremely large, making it extremely unlikely — virtually impossible — that they would cease to operate. However, as was the case when the owner ran the company independently, if they were to cease operations and no longer provide service to clients, they would provide a transition strategy to assist those clients in taking ownership of their sites on Pantheon. They do not have a refund policy regarding shutdown. They stated that code ownership is about protecting their intellectual property and not having their source code "out in the wild." They invested years of work and millions of dollars into their platform, and without protecting that code, they cannot continue providing services to the industry. • <i>Is a translation feature built into the platform?</i> The platform supports all available translation technologies, including automatic browser translation, translation widgets such as Google Translate (which the District currently uses), and manual translation. • <i>What are the projected fee increases over the next five years, and how have fees changed over the past five years?</i> Library Market has not increased fees for any clients since the owner founded the company in 2014. Going forward, they will apply a 3% annual increase to subscriptions to account for inflation. This has been added to the contract in section 2 (Contract Period): "Subscription rates will increase at a rate not to exceed 3% annually." <p>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.</p> <ul style="list-style-type: none"> ○ Examples: <ul style="list-style-type: none"> ▪ https://renaissancewebsolutions.com/public-library-website/ 		
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	<p>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.</p> <p>Costs:</p> <ul style="list-style-type: none"> ○ 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 <p>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.</p> <p>Total first-year cost with Weblinx + Library Market Calendar: \$21,750, plus website assistance will cost \$145 per hour.</p> <p>Examples:</p> <ul style="list-style-type: none"> ○ https://www.lincolntownshiplibrary.org/ ○ https://www.nileslibrary.org/ <p>The Library Board will discuss the proposals at the meeting.</p>		
X.	New Business		
	<p>i. Programming Policy update Attachment:</p> <ul style="list-style-type: none"> ○ X.i. Programming Policy <p>The Programming Policy was updated to reflect the following changes, bringing it in line with other policies for the District:</p> <ul style="list-style-type: none"> • The non-discrimination statement was expanded to 	Motion	Sara Marsden

	<p>explicitly include national origin, disability, sexual orientation, and socioeconomic status as protected characteristics.</p> <ul style="list-style-type: none"> • A sentence was added affirming that the District does not endorse or advocate the viewpoints of programs or presenters. • Supporting materials may be provided "in any format" was clarified in the presenter guidelines. • The list of sellable items was updated to include "publications" while removing the outdated reference to "audio CDs." • The sales timing language was updated to "starting within a half hour before or after a program" to better accommodate the natural flow of programs. • A typo in the title "Library Director" was corrected. <p>The policy was reviewed by library legal counsel Ruben Cleveland.</p>		
	<p>ii. Youth Services Assistant job description</p> <p>Attachment:</p> <ul style="list-style-type: none"> ◦ X.ii. Youth Services Assistant job description <p>Fox reported that after months of recruitment, the District has been unable to fill the Children's Services Assistant position, which requires bilingual proficiency in Spanish. After consulting with the library program team staff, Fox determined that this requirement is no longer essential. When it was established in 2022, the District had fewer Spanish-speaking staff. Staffing and the outreach model have since changed significantly. The Bookmobile and Outreach Librarian now regularly attends large-scale events at the Hood River Library and community outreach programs alongside the Children's Librarian and Teen and Tween Services Librarian, ensuring Spanish-speaking support is consistently available both within the building and at outreach events. The Adult Services Librarian, who is also bilingual, is available in the building and attends outreach events as well. Additionally, four of the last five hires are bilingual.</p> <p>Fox noted that removing this requirement will allow the District to fill the position without significantly impacting services. The District remains committed to offering bilingual storytime and will explore how this can be achieved through staff or volunteer involvement. Bilingual proficiency in Spanish remains a preferred qualification and is noted in the job description. The position has been vacant since May 2025, and filling the role</p>	<p>Motion</p>	<p>Sara Marsden</p>

	<p>before Summer Reading begins in June is a priority.</p> <p>Fox also recommends the Board approve changing the title of the position to Youth Services Assistant, which more accurately reflects the broader scope of supporting youth from birth to adulthood and the updated duties established when the position was posted in August 2025.</p>		
	<p>iii. Library Director evaluation and planning session discussion</p> <p>The Board will discuss scheduling a planning session with a representative from HR Answers to review and update the Library Director evaluation process. Having an outside entity administer the executive director evaluation is the current recommended practice by the Special Districts Association of Oregon for boards managing executive directors, and HR Answers is the consulting firm the District already accesses through its Special Districts Association Oregon membership.</p> <p>During the planning session, the consultant will review the current survey questions, procedures, and the Library Director job description, identify updates as needed, discuss options, and answer questions. A review every five years is recommended; the District's evaluation process has not been reviewed since the District was formed in 2011, which was over 15 years ago. Following the session, the consultant will create a proposal for the Board to review and modify, with the goal of launching the updated evaluation through HR Answers in the fall.</p> <p>At the February 17, 2026 Board meeting, the Library Board discussed holding the planning session as a Special Meeting before the April 21st Board meeting. The consultant is available via Zoom on either Tuesday, April 21, 6:00–7:00 p.m. or Tuesday, June 16, 6:00–7:00 p.m. The Board will discuss selecting a date.</p> <p>The Board will also discuss moving the annual director evaluation from its current April–June timeframe to the fall, avoiding the busy season for staff, the Director, and the Board — budget season, Summer Reading, Hood River County Reads, Friends of the Library booksale and the Library Foundation's annual fundraiser.</p> <p>The Board will also discuss the Library Director contract, which expires June 20, 2026, and the option of a shorter extension to align the contract with the new evaluation timeline.</p>		Sara Marsden
XII.	Announcements		

	i. Comments from board members		Board members
	ii. Requests/Comments from Library Director		Rachael Fox
XIII.	Agenda items for next meeting <ul style="list-style-type: none"> • Employee Handbook update • Fiscal Year 2026-27 Budget preview 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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- 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 Minutes
 Tuesday, February 17, 2025, 7:00pm
 Library Meeting Room and Zoom
 502 State St, Hood River

Board President: Sara Marsden, *Board Vice-President:* Karen Bureker, *Board members:* Yesi Rojas, Megan Janik 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 Library Board President Sara Marsden called the meeting to order at 7:00pm.		Sara Marsden
II.	Roll call 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.		Rachael Fox
III.	Approval of the agenda (additions/corrections/deletions) Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
IV.	Approval of the consent agenda i. Minutes from the January 20, 2026 regular board meeting Janik moved to approve the agenda. Rojas seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas and Sheppard.	Motion	Sara Marsden
V.	Actual or potential conflicts of interest None stated		Sara Marsden
VI.	Citizen comment (3 minutes each) None present		Sara Marsden
VII.	Presentation Teen and Tween Services Librarian Elizabeth Backer		Elizabeth Backer

<p>Teen and Tween Services Librarian Elizabeth Backer presented the following Summer Reading Program highlights: 18 events were held, with 82 tween and teen readers participating, 1,600 hours read, and 128 teens attending events.</p> <p>Ongoing programming includes Club Ghibli, Dungeons and Dragons, Magic the Gathering, and Battle of the Books (OBOB) coaching. Future goals include developing a social media presence for the teen program, updating the website with a teen resource page, providing sensory support for the teen area, and preparing for Summer Reading 2026.</p> <p>Rojas noted she has heard positive feedback from the community about the teen programs and expressed support for expanding social media outreach. She suggested exploring a Spanish-language book club for teens and adults.</p> <p>Marsden suggested connecting teens with resources to support reading and writing in Spanish.</p> <p>Bureker noted that the high school offers a Spanish for Spanish Speakers class that supports reading and writing skills.</p> <p>Rojas shared that she personally benefited from similar classes, describing them as transformative.</p> <p>Marsden expressed hope that such resources could be made available to the broader community and teens.</p> <p>Backer noted that the Mid-Valley Elementary may have only been predominantly bilingual for the past five or so years, suggesting growing community interest in Spanish-language resources.</p> <p>Fox noted that staff member Jasmin Martinez selects Spanish-language materials and suggested that Backer connect with her regarding Spanish materials for teens.</p> <p>Marsden thanked Backer, noting the programs sound engaging and well-received.</p>		
<p>VIII. Reports</p>		
<p>i. December 2025 and January 2026 Financial Statements There was nothing to add to the written report.</p>		Rachael Fox
<p>ii. Friends update There was nothing to add to the written report.</p>		Rachael Fox
<p>iii. Foundation update</p>		Rachael Fox

	There was nothing to add to the written report.		
	<p>iv. Director's report</p> <p>Regarding emergency procedures training, Janik inquired whether the library uses nasal spray applicators for Naloxone, and Fox confirmed that it does. Bureker asked if the Board would be interested in a CPR/AED training session, offering to provide a mannequin for hands-on practice. The Board expressed general interest.</p> <p>Marsden asked what happens to the poetry walk signs after the display concludes. Fox explained that last year's signs will be relocated to Parkdale Park, and that organizers plan to seek artist permission in the future to potentially auction the signs following the display.</p>		Rachael Fox
IX.	<p>Old Business</p> <p>None</p>		Sara Marsden
X.	<p>New Business</p>		
	<p>i. Budget Officer, Budget calendar, and Budget Committee approval</p> <p>Janik moved to appoint Library Director Rachael Fox as Budget Officer, and Jen Bayer, Catherine Bourgault, Jazmin Contreras, Jessica Metta, and Eric Stasak as Budget Committee members, and to approve the budget calendar. Bureker seconded the motion. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p> <p>ii.</p> <p>iii. Bureker noted she will attempt to attend the budget meeting on the Tuesday, May 12th via Zoom.</p>	Motion	Sara Marsden
	<p>ii. Attorney Contract Renewal</p> <p>A motion to approve the attorney contract renewal with Ruben Cleaveland was made by Bureker and seconded by Sheppard. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>iii. Gardens maintenance contract renewal</p> <p>Bureker noted that the City of Hood River uses the same landscaping company and that concerns were raised at a previous city meeting regarding the chemicals used in the garden. Fox responded that she had spoken with the company and they will be switching to a more people and pet-friendly herbicide called Fiesta for the lawns. Garden beds will continue to be treated with existing weed prevention chemicals. There is no additional charge for the alternative product. Fox also noted</p>	Motion	Sara Marsden

<p>that the company will be maintaining a few additional beds previously tended by the Master Gardeners.</p> <p>A motion to approve the gardens maintenance contract renewal was made by Janik and seconded by Rojas. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>		
<p>iv. Library website proposals</p> <p>The Board discussed the top website vendor recommendation, Library Market.</p> <p>Rojas expressed enthusiasm for the recommendation, noting the company appeared to meet all of her criteria for the new website. She acknowledged the higher cost but observed the vendor would be handling significantly more of the work, saving staff time.</p> <p>Marsden raised concerns about the District not owning the website and what would happen if the vendor ceased operations, noting she had attempted to review the terms and conditions. Fox responded that The Dalles Public Library has been with Library Market for at least five years, that staff there expressed satisfaction and recommended the company, and that their calendar product has won several awards.</p> <p>Marsden asked about price increases over time. Fox noted there are no guarantees at this point, but that The Dalles had not mentioned any price increases. Sheppard asked whether the new website would improve the Sage search experience. Fox clarified that Sage search functionality is a Sage consortium issue and would not be affected by the website change.</p> <p>Rojas asked whether a multi-year price guarantee, such as three years, could be negotiated. Marsden asked whether the District could retain the source code if the vendor ceased operations. Rojas asked how many libraries the vendor works with. Fox responded that at least five others use Library Market, two of which are Oregon libraries.</p> <p>Marsden asked about the breakdown of the annual subscription cost. Fox explained the pricing is \$2,000 per year for hosting and maintenance and \$1,500 per year for the calendar. Marsden asked whether the contract includes any uptime guarantees or provisions for compensation in the event of an extended outage or security breach. Marsden also asked whether the current website stores patron payment information online. Fox confirmed it does not, as payments are made in</p>	<p>Motion</p>	<p>Sara Marsden</p>

person or through the Sage website.

Marsden noted that for the higher-cost option she would prefer the District retain the source code. She outlined several questions: what happens if the vendor goes under, whether any compensation or code access would be provided, what guarantees exist around service continuity, and how pricing has changed over the past five years and might change over the next five. Janik asked about the availability of technical support outside of standard business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. Central Time. Rojas asked that the Translate feature be retained on the new site and whether Library Market could provide it.

Fox noted that the Library Market calendar could still be used even if the District chose a different vendor for the website itself. Rojas observed that when factoring in both vendors, the total cost appeared comparable. Janik noted that without ownership of the website, the high cost carries significant uncertainty, and that reliable technical support is essential.

The Library Board discussed submitting the following questions to Library Market prior to the next meeting:

- 1.** Is support available outside of standard business hours (Monday–Friday, 9:00 a.m.–5:00 p.m. Central Time)?
- 2.** If the system goes down, what is the expected resolution or restoration timeframe?
- 3.** What happens to the District's access and data if Library Market ceases operations, and is any refund policy in place if a shutdown occurs within a certain timeframe?
- 4.** Is a translation feature built into the platform? The District currently relies on Google Translate.
- 5.** What are the projected fee increases over the next five years, and how have fees changed over the past five years?

Fox noted that the alternative option, a WordPress site through Weblinx, would give the District full ownership of the code and the ability to separately subscribe to the Library Market events calendar. However, the WordPress option would require significantly more staff time and involvement in design and ongoing backend maintenance, which presents a challenge given current staffing levels. While the product is professional, it is not as streamlined or dynamic as Library Market.

The Board agreed to have Fox submit the questions to Library Market and report back at the next meeting.

	<p>v. Exhibits Policy update A motion to approve the updated Exhibits Policy was made by Janik and seconded by Bureker. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>vi. Bilingualism Proficiency Pay Policy update Rojas noted that when she reviewed the proficiency level chart the previous year, the requirements seemed higher than necessary for library work, and expressed that the updated policy would better serve both staff and patrons. Fox noted that staff members are able to translate and review each other's work.</p> <p>Bureker requested that the policy clearly state that the library covers the cost of the proficiency test. Fox confirmed she would add a line to the policy addressing this.</p> <p>Marsden asked whether any positions require a higher level of written proficiency. Fox indicated that her research supports "Intermediate High" as an adequate benchmark for this work. Burford added that the library is moving toward plain language translation to make materials more accessible and easier to understand.</p> <p>Marsden asked about handling more complex documents such as policies. Fox responded that such documents are less frequent and can be contracted out as needed.</p> <p>Rojas shared that in her experience when she was younger translated materials were sometimes more confusing than helpful, and expressed appreciation for the library's move toward plain language.</p> <p>Rojas asked how many staff members took the proficiency test and how many did not pass. Fox responded that she could not disclose specific information, but noted that enough staff and candidates had not passed to warrant the policy changes, and that she hoped to reopen the Children's Services Assistant position the following week with the updated requirements.</p> <p>A motion to approve the updated Bilingualism Proficiency Pay Policy was made by Janik and seconded by Rojas. The motion carried unanimously with affirmative votes from Bureker, Janik, Marsden, Rojas, and Sheppard.</p>	Motion	Sara Marsden
	<p>vii. Hood River Urban Renewal Agency Fiscal Year 2025-26 Annual Statement There was nothing to add to the report.</p>		Sara Marsden

	<p>viii. Special Districts Association Oregon (SDAO) Conference 2026 report</p> <p>Rojas reported that the conference was informative and well-attended. She participated in the Oregon Public Meeting Law session, networked with representatives from SDAO and other libraries at the luncheon, and attended several additional sessions including a keynote presentation on communicating with the press. She also attended a Board Member Best Practices and Governance leadership session, which emphasized rotating board roles to build a stronger, more well-rounded board. Rojas noted that she met many people and learned a great deal. She also observed that she was one of few minority attendees and submitted a suggestion to SDAO to create a space for minority participants to collaborate and connect.</p> <p>Marsden expressed support for the idea of rotating board roles.</p> <p>Fox reported attending the keynote session on media relations, which covered best practices for responding to the press and designating a media point person. She also attended a session on evaluations, in which SDAO legal counsel recommended using an outside organization for the Executive Director evaluation process. Additionally, Fox attended sessions on succession planning and cross-training, noting that the library is considering this given the specialized knowledge and certifications required of the cataloger role. She also attended a session on sexual abuse prevention policy, and noted that SDAO will be providing a recommended policy for districts in the near future. Fox agreed the weather was a highlight of the trip.</p>		<p>Yesi Rojas and Rachael Fox</p>
XII.	Announcements		
	<p>i. Comments from board members</p> <p>None stated</p>		<p>Board members</p>
	<p>ii. Requests/Comments from Library Director</p> <p>Fox reported that the library has been receiving increased feedback regarding parking following the closure of the private parking lot across the street on State Street. She noted that several conversations have taken place over the past week. Fox has told patrons that street parking is controlled by the city, that the parking lot across the street is privately owned, that the library does not own land on which to build a parking lot, and that the library is a special district not a city library.</p> <p>Fox does not anticipate the library being able to acquire land for parking in the foreseeable future.</p>		<p>Rachael Fox</p>

	<p>Rojas asked whether there is a CAT bus stop nearby. Fox confirmed there is one directly across the street and noted that this information will be added to materials provided to patrons about nearby parking options, including free parking on Wednesdays after 3:00pm between Labor Day and Memorial Day.</p>		
	<p>XIII. Agenda items for next meeting</p> <ul style="list-style-type: none"> • Policy review • Library Director evaluation discussion <ul style="list-style-type: none"> ◦ Fox stated she wanted to revisit the discussion from last year's director evaluation regarding moving to an outside company to conduct the evaluation. Fox consulted with HR Answers, a human resources consulting firm, and recommends holding a planning session with the consultant. The current evaluation was created fifteen years ago when the District was formed, and she is not sure whether guidance from a human resources organization was provided regarding the questions posed for each group completing the evaluation. The Board had also discussed in the past whether the questions are gathering information helpful to inform the process. The District currently gathers feedback from a variety of participants including staff, board members, community members and the Library Director. Fox noted adding a report from the consultant regarding goals, strengths and areas to work on will be helpful to the Director and the organization. <p>Fox also revisited the discussion recommending moving her annual evaluation to later in the year to avoid the busy season for the Director, staff, and Board. The evaluation is regularly held in April, May, or June, which coincides with budget season, summer reading planning, Hood River County Reads, and the Library Foundation's annual fundraiser. The Board continued to support the shift to the fall.</p> <p>The Board discussed March and April dates for a planning session, deciding to potentially meeting before the next meeting on April 21st between 6:00 and 7:00 p.m. before the next board meeting. This would be a special meeting open to the public. The consultant will provide feedback and options and present a proposal for the Board to review and modify as needed, with the goal of launching the</p>		Sara Marsden

	<p>evaluation through HR Answers in the fall.</p> <p>Janik noted that staff engagement may also be stronger in the fall due to fewer activities. Fox noted that her contract expires June 20, 2026, and an extension would be needed, with a permanent amendment to align the contract with the new evaluation timeline.</p> <ul style="list-style-type: none"> • Hood River Valley Park and Recreation Board member Brian Hackett will give a short presentation about the upcoming Parks & Recreation bond and levy measures. Library Director Evaluation. 		
XII.	Adjournment regular meeting The meeting was adjourned at 8:22pm.		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

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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:

March 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**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

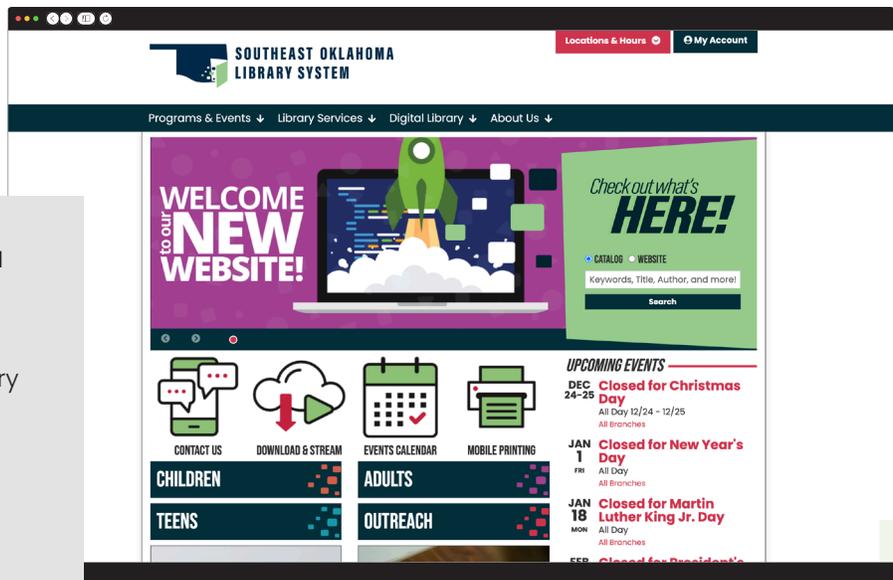


Southeast Oklahoma Library System

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

CONTINUED



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

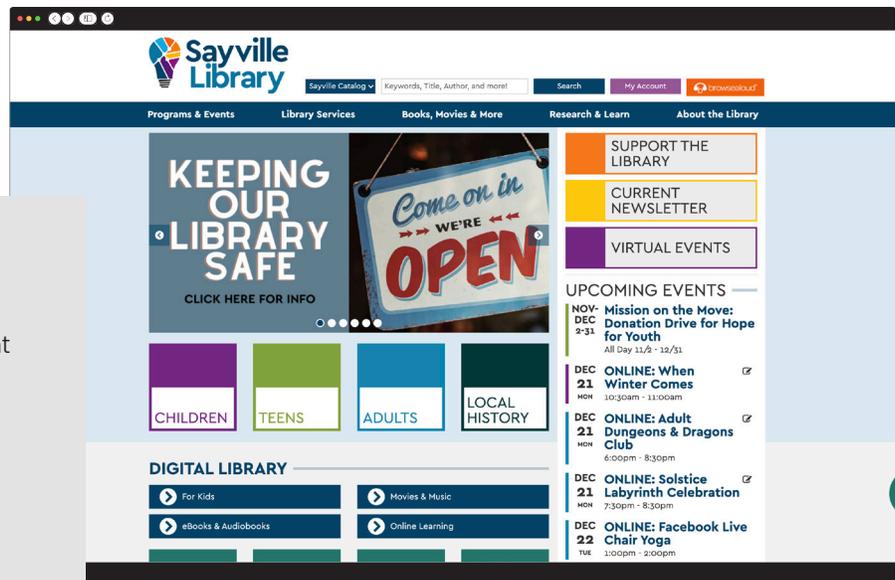


Sayville Library

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 LibraryMarket 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

LibraryWebsite

LibraryWebsite 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

CONTINUED

LibraryWebsite



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

CONTINUED



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

LibraryWebsite



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

LibraryWebsite



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

LibraryCalendar
design & development

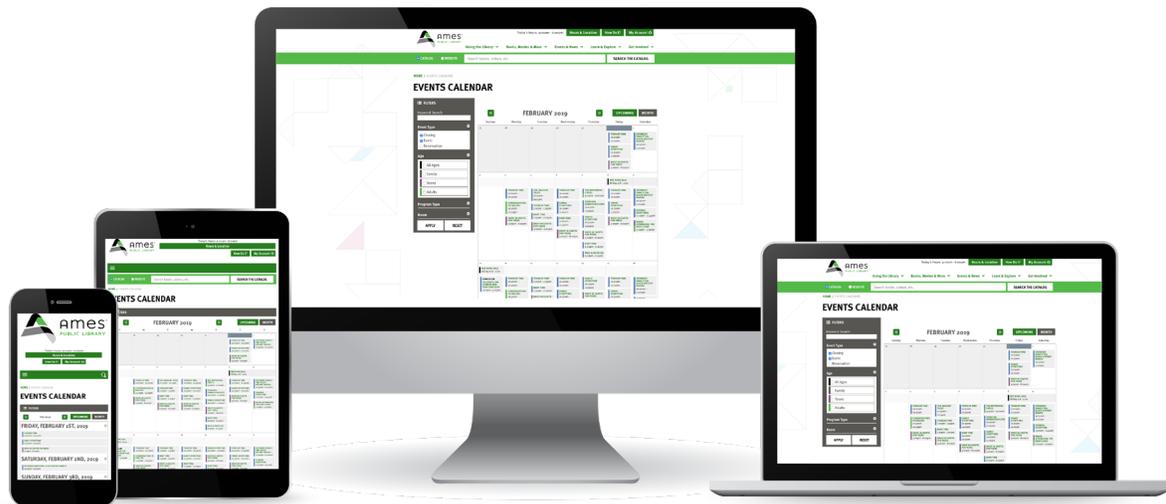


SAMPLE SCREENS



UPCOMING EVENTS LIST VIEW

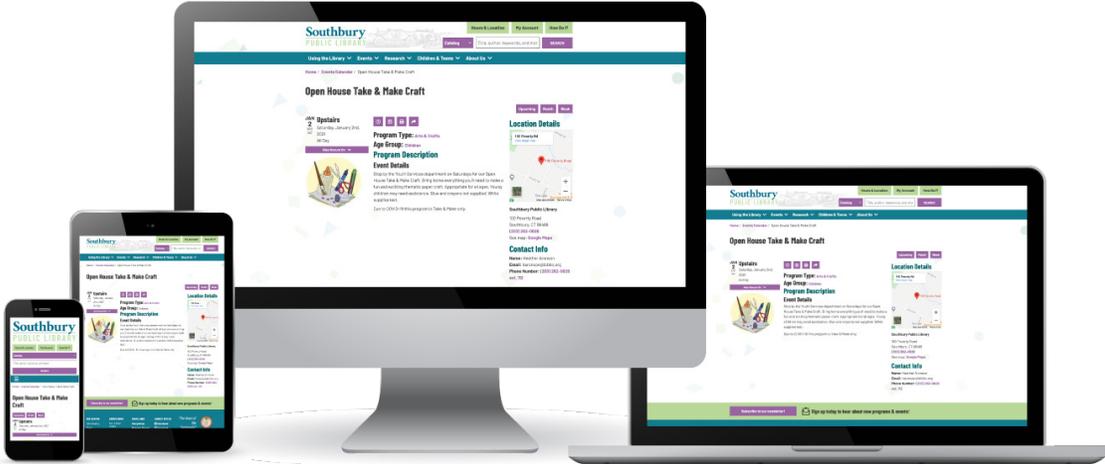
View online at <https://www.saginawlibrary.org/events/upcoming>



MONTH CALENDAR VIEW

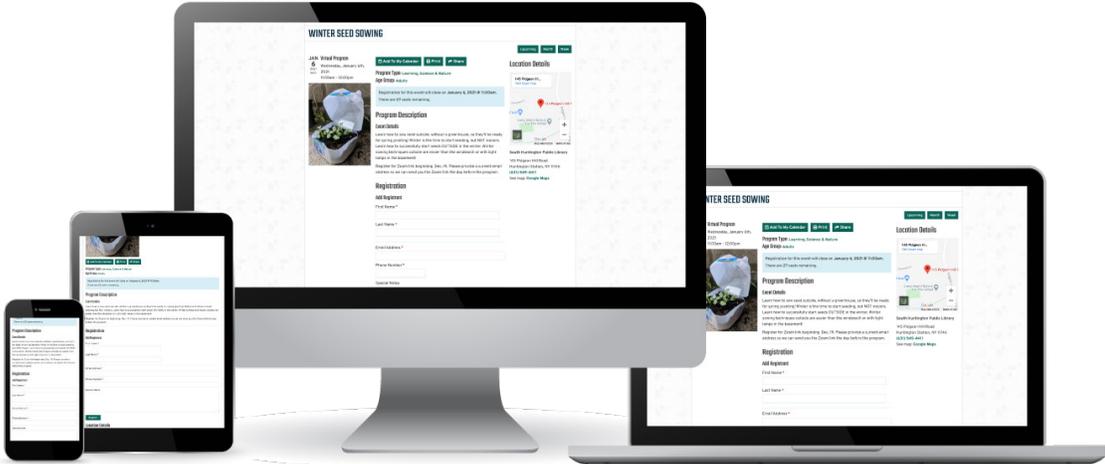
View online at <https://www.amespubliclibrary.org/events/month>

SAMPLE SCREENS



DETAILED EVENT VIEW

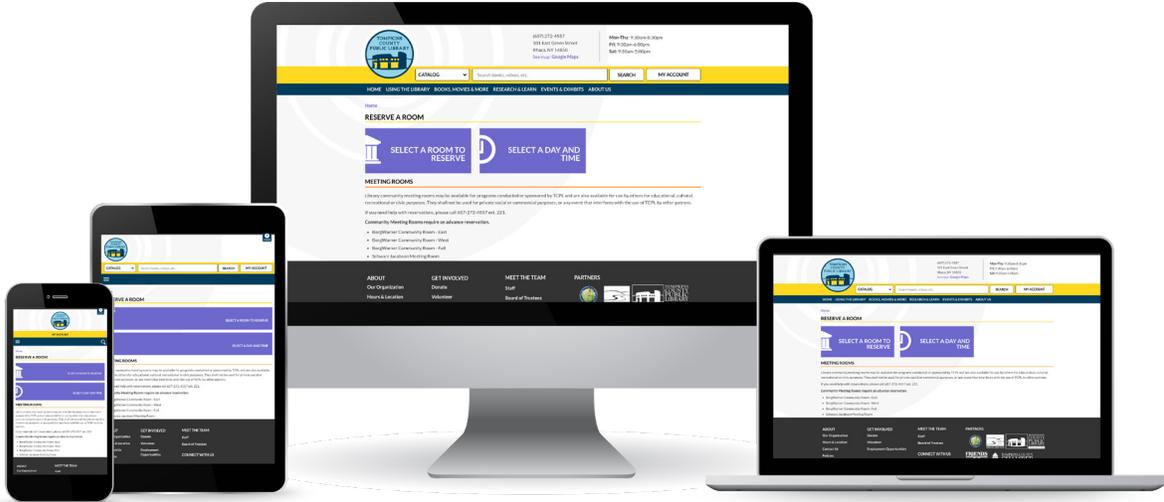
View more examples online at <https://www.southburylibrary.org/events/month>



EVENT REGISTRATION

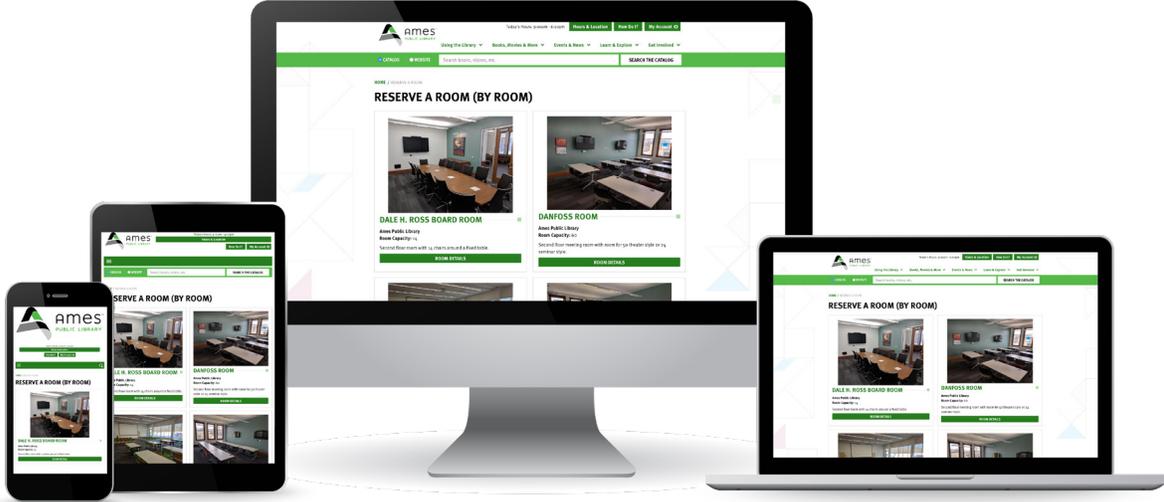
View more examples online at <https://shpl.info/events/month>

SAMPLE SCREENS



RESERVE A ROOM OPTIONS

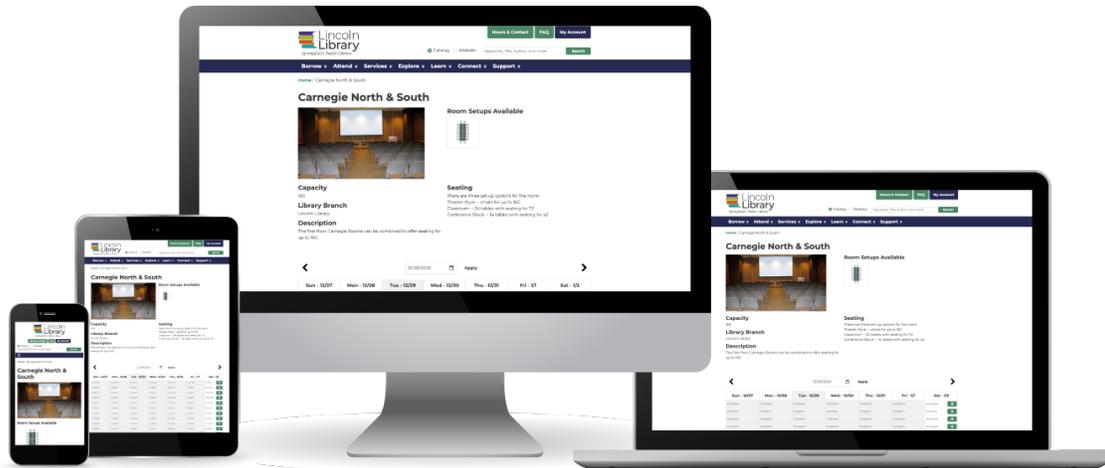
View online at <https://www.tcpl.org/reserve-room>



ROOM AVAILABILITY

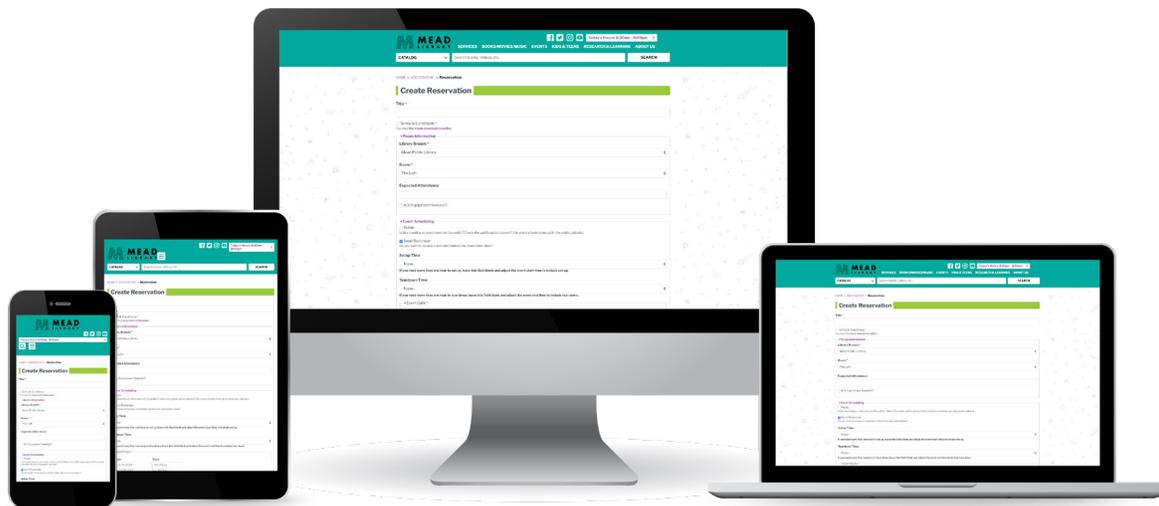
View online at <https://www.amespubliclibrary.org/reserve-room/room>

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 LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar 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

CONTINUED



Taxonomy Structure

- 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)

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



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

CONTINUED



ILS Integration (Optional)

This add-on module connects LibraryCalendar 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 LibraryCalendar. 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

LibraryMarket

*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.

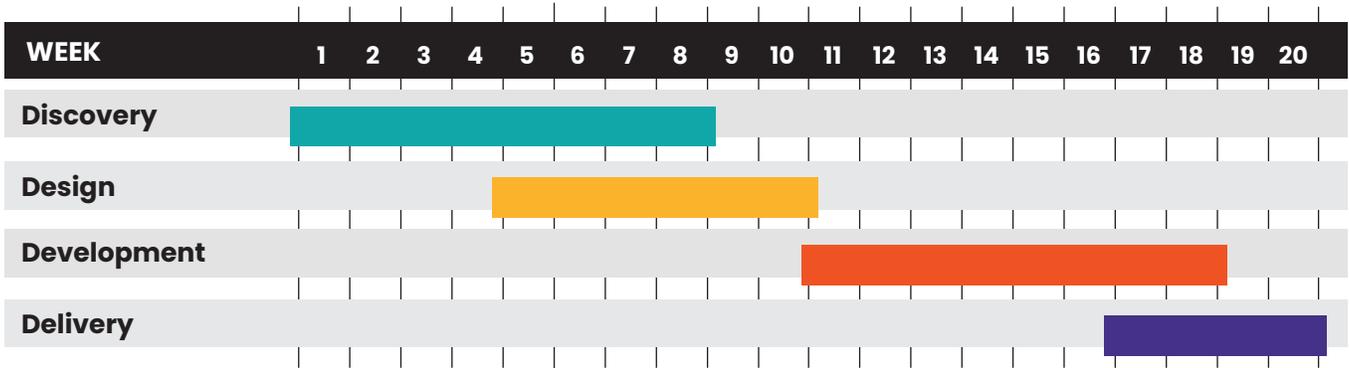
LAUNCH

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



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

LibraryMarket

project terms & pricing



OUR OFFER

\$ 24,900

\$ 1,500
per year

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

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. Subscription rates will increase at a rate not to exceed 3% annually.

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,

TERMS & CONDITIONS

CONTINUED

including airfare and rental vehicles, with client approval. Pricing in the Project 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

TERMS & CONDITIONS

CONTINUED

Client under this Agreement shall be used for the Client's internal business purposes 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

TERMS & CONDITIONS

CONTINUED

Product at the request of the Client.

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:

TERMS & CONDITIONS

CONTINUED

- 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

TERMS & CONDITIONS

CONTINUED

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. Emergency support is available 24/7 via the Library Market support phone number.

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

TERMS & CONDITIONS

CONTINUED

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 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.

TERMS & CONDITIONS

CONTINUED

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**

Proposal Date:

March 13, 2026

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

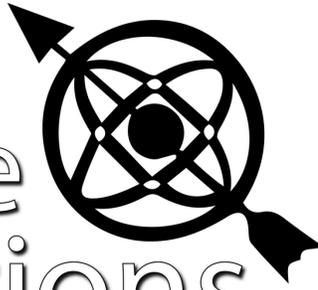
Signature of Approval


Date
March 13, 2026

Ben Bizzle | CEO

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

WE BLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

General Background

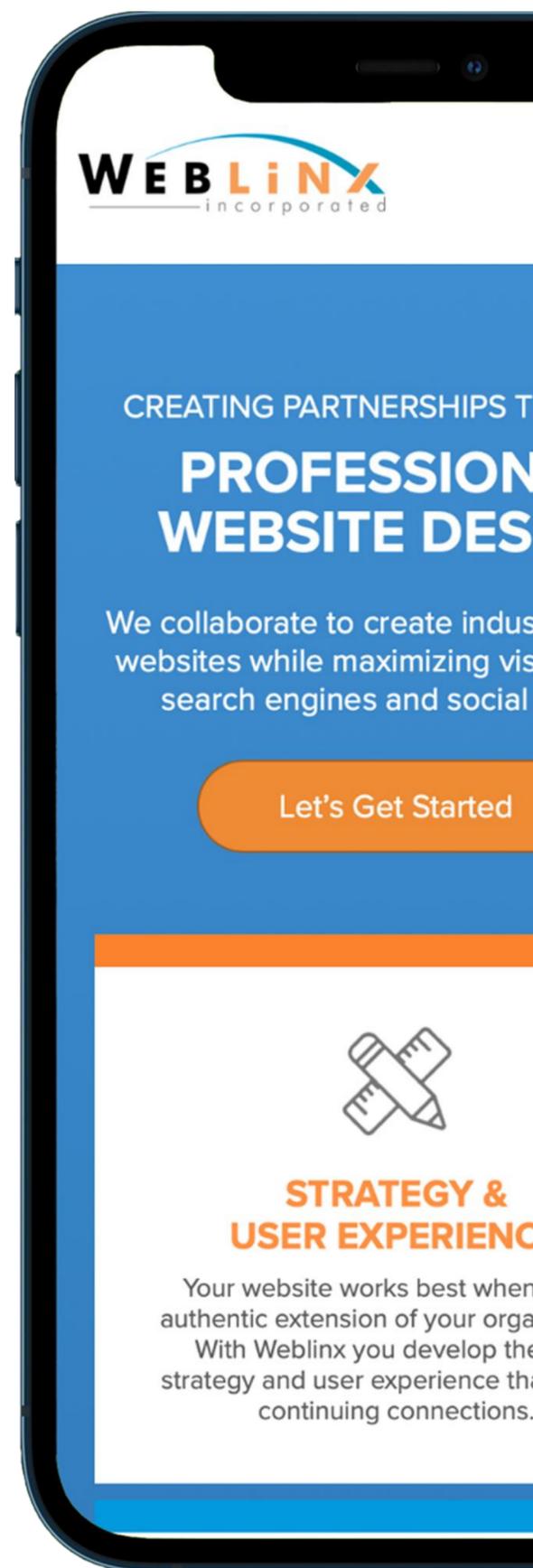
Weblinx Incorporated (“Weblinx”), an Illinois Corporation established in 2001, is an established leader in providing custom website design and digital marketing solutions. Our mission is developing unique websites that connect with your patron community. Your website should speak clearly and easily guide 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.

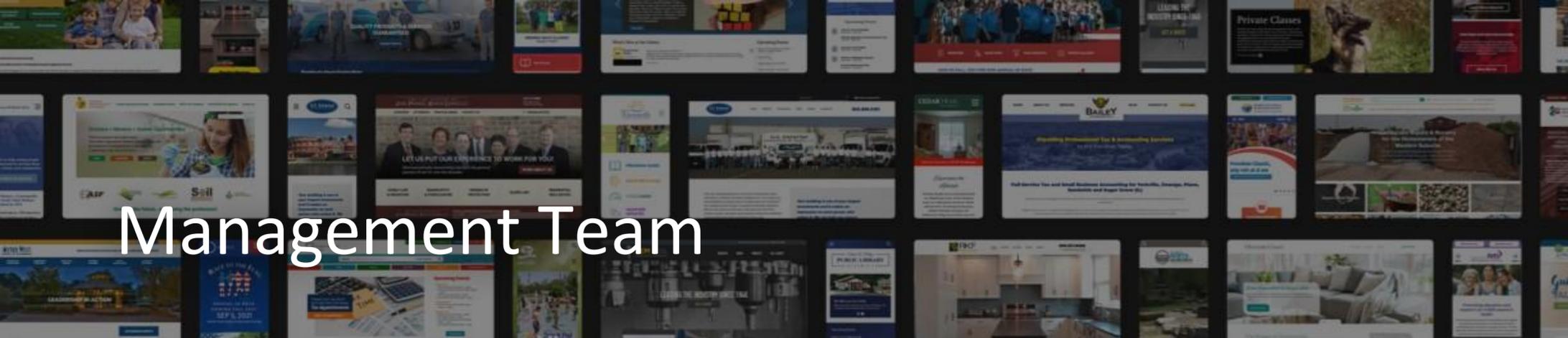




Service Offerings

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



Management Team

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.

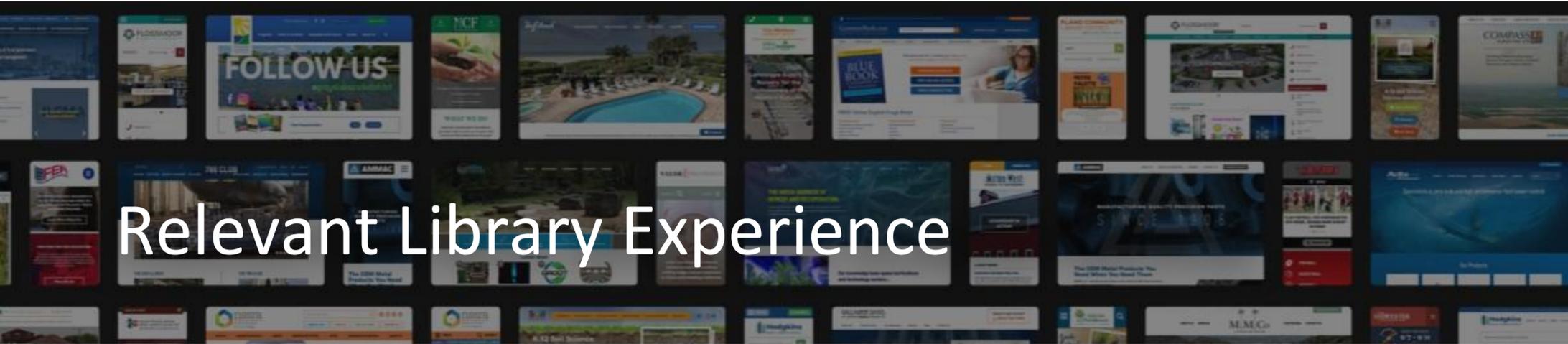
Rick Pawela (Art Director)

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.

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.



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.glpd.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

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.

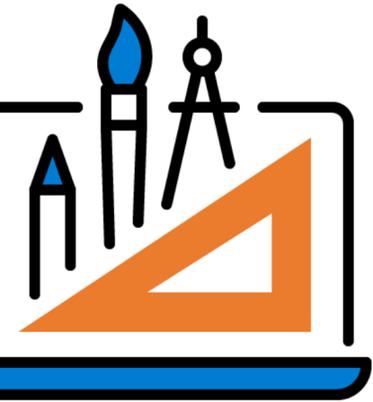
An initial project planning and discovery meeting will be scheduled at the preference of **Hood River County Library District** and the Weblinx team. This discovery meeting will address organizational business goals, marketing objectives, and factors related to improving user interaction and engagement.

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.

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.

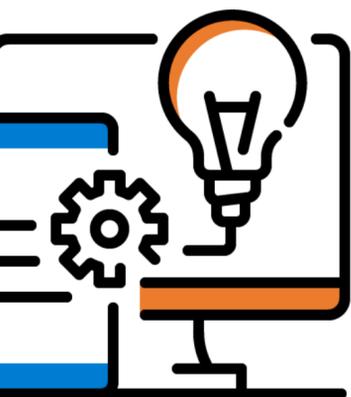
The home page design concepts will go through an extensive revision process before the final designs are achieved. Custom desktop and mobile internal page designs will be completed following home page graphics approval and a consistent theme will be carried throughout the website.



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.

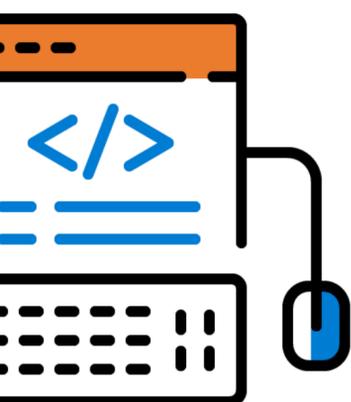
Our Process (continued)



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

Scope Summary (continued)

- ✓ 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 Editoria11y, 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

Project Work Plan and Timeline

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

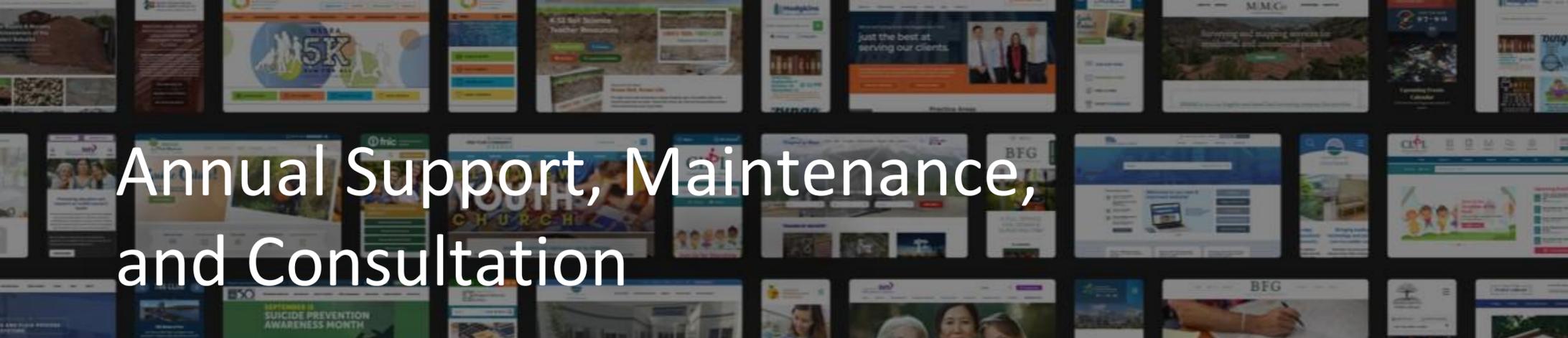
Demo Review, Testing, Training, and Revisions

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)**



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

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

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

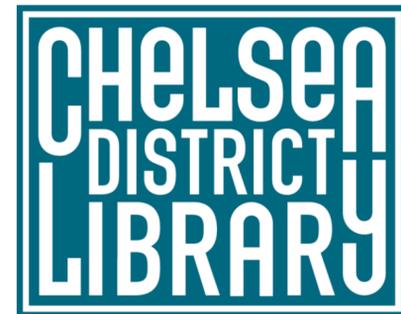
Chelsea, MI 48118

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

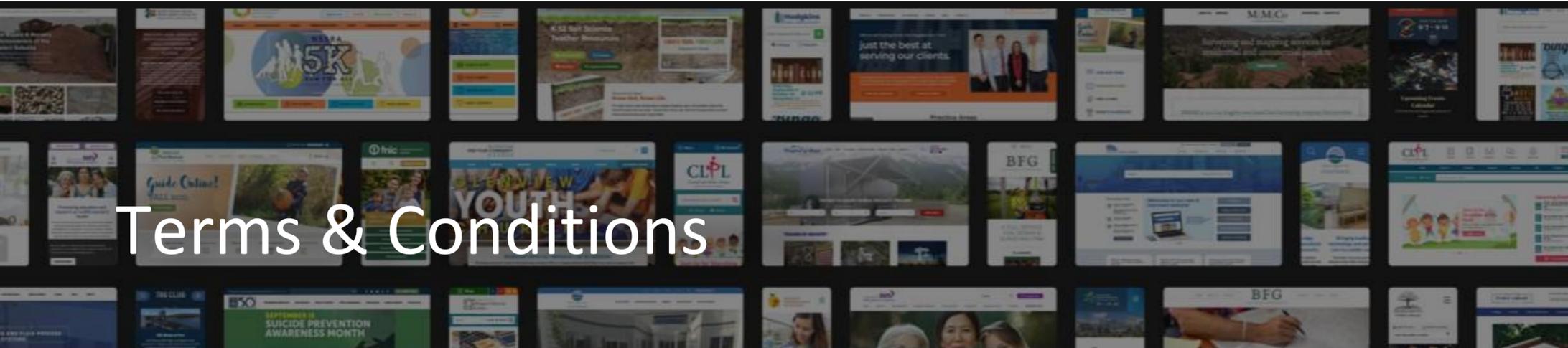
E: dbaumeister@mhl.org

www.mhl.org

Client Since 2023



Memorial Hall Library



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

Hood River County Library District

502 State Street
Hood River, OR 97031

For Hood River County Library District:

Signature
Date

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

Weblinx, Incorporated

165 Kirkland Circle
Oswego, IL 60543

For Weblinx:

Signature
Date 2/4/2026



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

LibraryCalendar
design & development

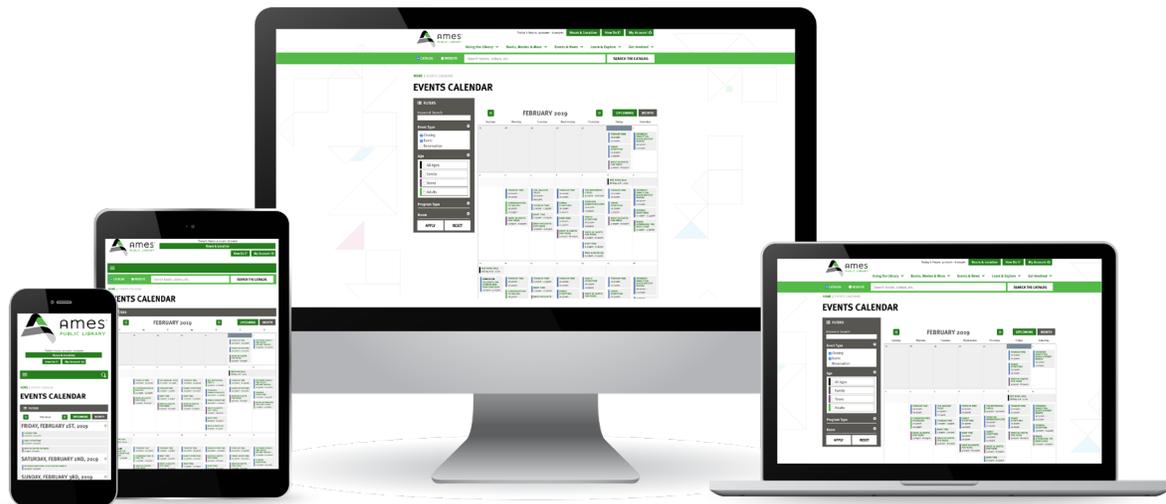


SAMPLE SCREENS



UPCOMING EVENTS LIST VIEW

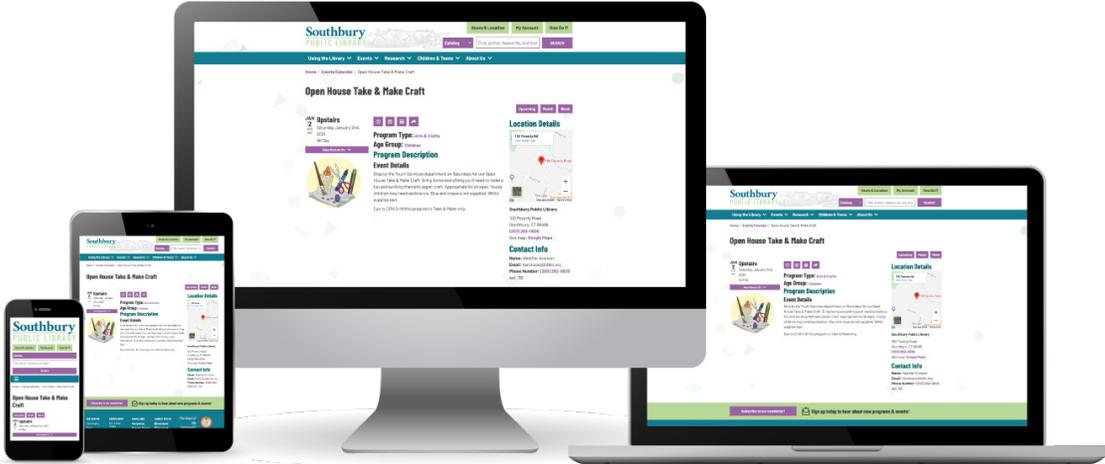
View online at <https://www.saginawlibrary.org/events/upcoming>



MONTH CALENDAR VIEW

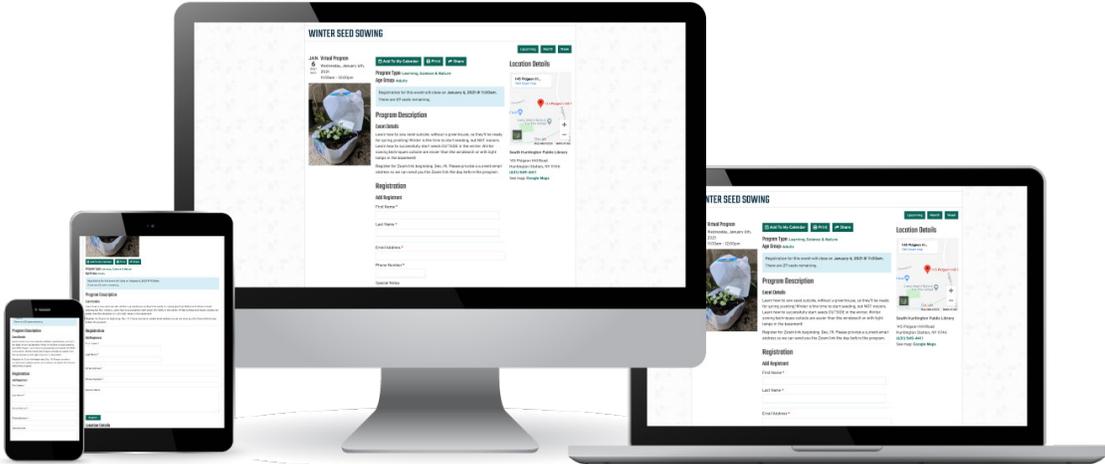
View online at <https://www.amespubliclibrary.org/events/month>

SAMPLE SCREENS



DETAILED EVENT VIEW

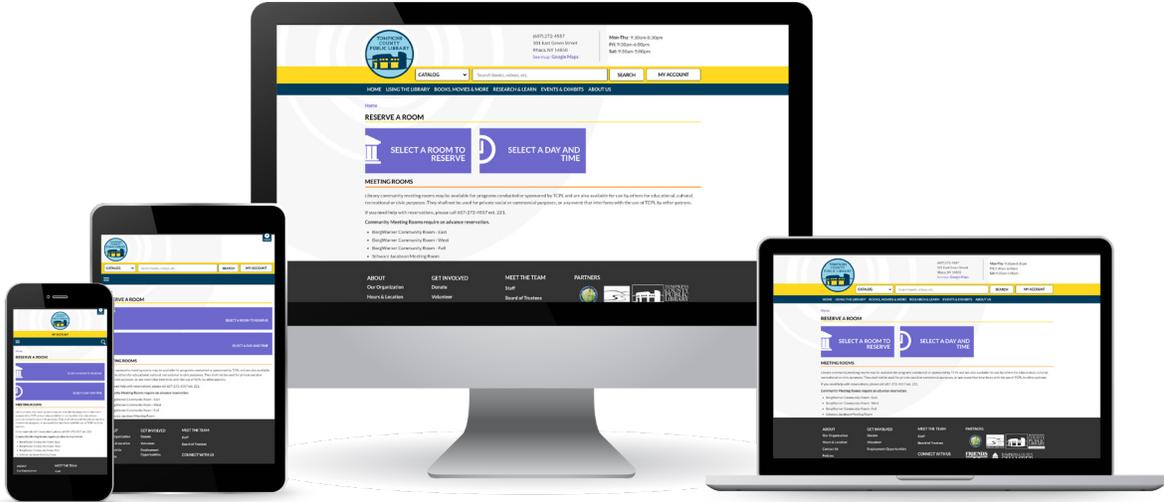
View more examples online at <https://www.southburylibrary.org/events/month>



EVENT REGISTRATION

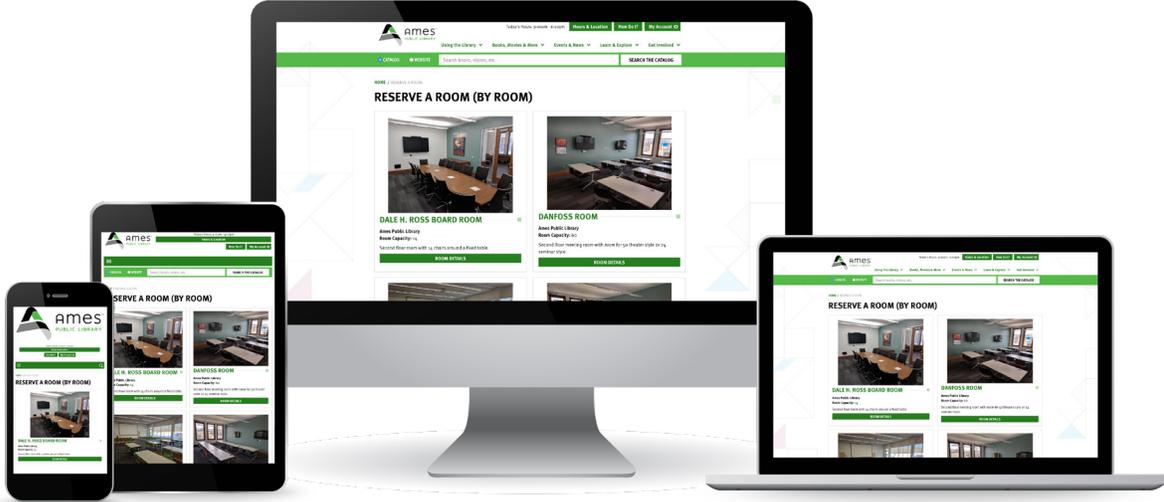
View more examples online at <https://shpl.info/events/month>

SAMPLE SCREENS



RESERVE A ROOM OPTIONS

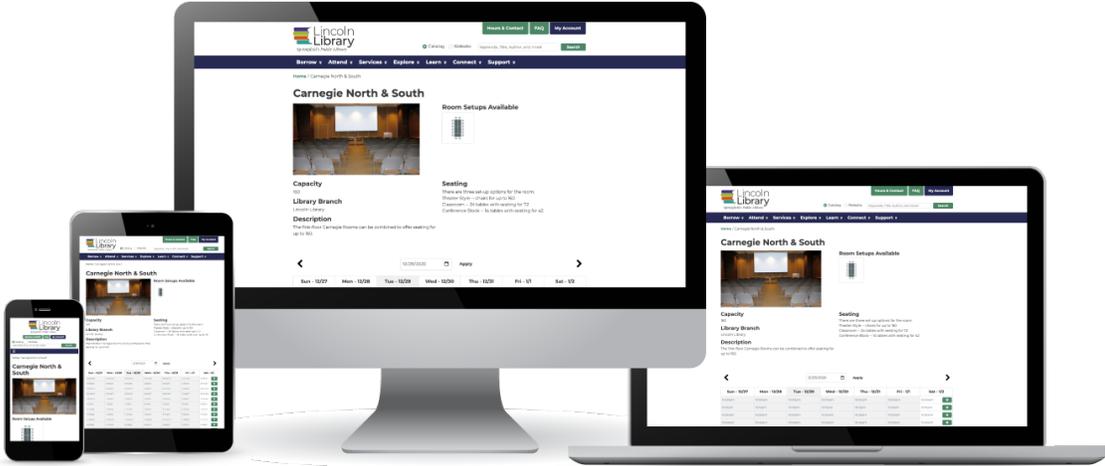
View online at <https://www.tcpl.org/reserve-room>



ROOM AVAILABILITY

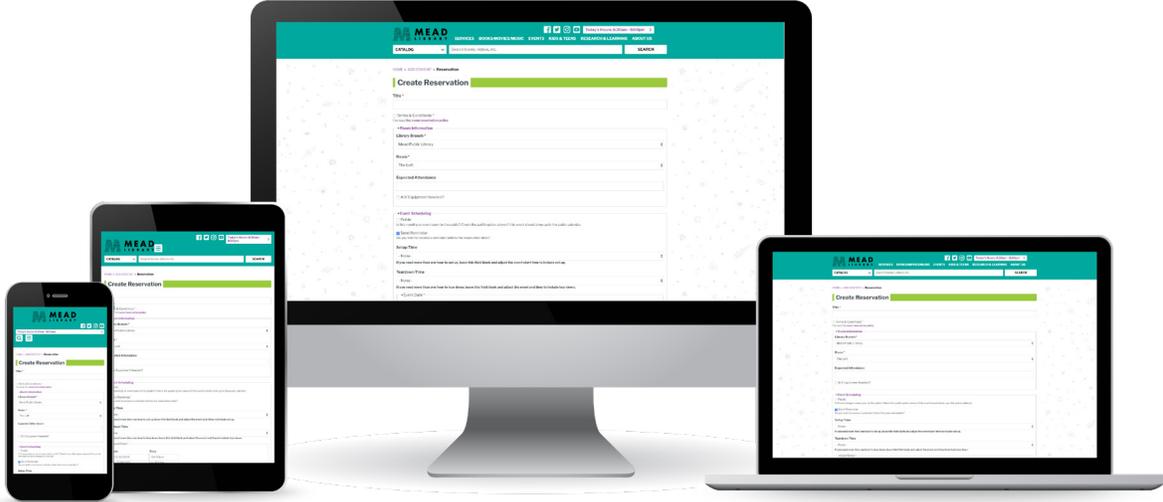
View online at <https://www.amespubliclibrary.org/reserve-room/room>

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 LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar 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

CONTINUED



Taxonomy Structure

- 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)

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

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

LibraryCalendar



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

LibraryMarket

*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

LibraryMarket

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

CONTINUED

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

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

TERMS & CONDITIONS

CONTINUED

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**

Proposal Date:

February 13, 2026

Address:

PO Box 17332
Jonesboro, AR 72403

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

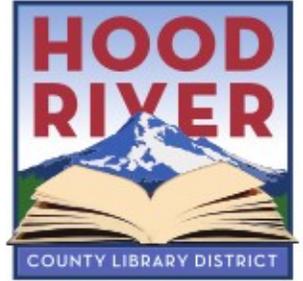


February 13, 2026

Ben Bizzle | CEO

Date

Programming Policy



Library-sponsored programs promote the use of library materials, facilities, or services and offer the community an informational, educational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. Hood River County Library District strives to offer a variety of programs that reflect the broad range of community interests. Library-sponsored programs generally are free and open to the public, though exceptions can be made. Programs are not allowed to serve as a platform for generating income for any group or individual, other than funds for the District, the Friends of the Hood River County Library, the Hood River County Library Foundation, or partnering nonprofit or governmental organizations whose missions align with the District's mission, vision, and values. Attendance shall not be restricted because of age, gender, race, national origin, disability, sexual orientation, socioeconomic status, background, or beliefs. The District does not endorse or advocate the viewpoints of programs or presenters.

Program presenters may be asked to provide a summary of their proposed program, with references, reviews, and relevant supporting material in any format, such as books, brochures, photos, videos, or audio CDs. Programs should fit Hood River County Library District mission, programming objectives, themes, budget, and schedule. The decision to sponsor or present a program rests with Hood River County Library District staff.

The Hood River County Library District wants to encourage reading, writing, and the appreciation of culture. Books, recordings, and publications writings may be sold starting within an 1/2 hour before or after a library program. If appropriate, program materials may include names and information about partnering and sponsoring entities, including mentions on promotional materials, in program introductions, and distribution of materials immediately before or after the program. This does not constitute endorsement, merely acknowledgment. Press releases and other promotional materials should be approved by the Hood River County Library District Library Director or designee.

Approved by the Board of Directors, October 21, 2014

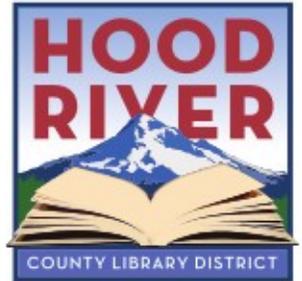
Last reviewed, February 21, 2023

Last updated, March 17, 2026

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org



Job Description

Position Title: Youth Services Assistant

Classification: Library Assistant I

Hours per week: Part time – 32 to 35 hours per week

Exempt/Non-exempt: Non-exempt

Salary Range: \$20.41 to \$22.98

General statement of duties

The Youth Services Assistant supports the Program Services Team in delivering engaging library services and programs for youth birth through 12th grade across all library branches, bookmobile stops, and community locations. This position addresses youth developmental and educational needs through direct service, innovative programming, collection maintenance, and the creation and posting of marketing materials and social media content. The primary focus of this role is working closely with the Children's Services Librarian to support programs and services for ages birth through 5th grade, advancing the library's mission of fostering early literacy and lifelong learning. This position also collaborates with the Teen and Tween Services Librarian and the Bookmobile and Outreach Librarian to support their respective programs and services.

The Youth Services Assistant champions the library's mission by providing welcoming, inclusive services that support child development, promote literacy and learning, foster a lifelong appreciation for libraries, and serve as a bridge between the library and the broader community.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with children's, tween and teen, and bookmobile and outreach programs and services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of other employees for tasks not associated with children's and tween and teen programs and services is not a normal responsibility of this position.

Essential duties and responsibilities

- **Patron service and programming**
 - Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for youth, their caregivers, and families. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.

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- Assists with proactive and innovative services consistent with the developmental needs of youth and the needs of parents, families and caregivers.
 - Assists with presenting diverse youth-focused programs across all library branches, bookmobile, and external community locations. This includes educational, early literacy, and community interest programs. Such as storytime programs, special events, and the annual Summer Reading Program
 - Assists with conducting outreach to youth, parents, and guardians utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
 - Network and collaborate with schools and community organizations focused on children.
 - Collaborate with Children's Services Librarian, Teen and Tween Service's Librarian, Bookmobile and Outreach Librarian to serve children and other staff to serve patrons of all ages.
- **Collection development and information services**
 - Participates in the weeding of youth materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
 - Maintain diverse displays that represent all perspectives and assist children and their families in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
 - Maintain current knowledge of children's literature, authors, and trends in children's library services.
 - Give library tours to school classes, including book talks and related activities.
- **Library space and promotion**
 - Assists in maintain an inviting children's area with recommended book lists, displays, and self-guided activities.
 - Collaborate with the marketing team to publicize programs through various channels. Design and develop promotional materials for programs serving all ages, distributing them across print media, the library's website, and social media platforms.
- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Work with volunteers for Children, Tween and Teen and Bookmobile and Outreach services.
 - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.
- **General responsibilities**

- Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments to develop plans and initiatives that support the library's mission and goals.
- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

Minimum qualifications

- Associate's degree from an accredited institution or equivalent.
- Two years experience working in customer service, preferably in a public library.
- One or more years of professional experience working with youth birth through 12th grade in a library setting or similar working environment.
- Any equivalent combination of three (3) years of education, experience, and training satisfying the above.

Desired education, experience and qualifications

- Experience in customer service, preferably in a public library
- Experience working with organizations serving underserved populations
- Experience building community partnerships
- Experience working in school or public libraries
- Spanish language proficiency

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

Knowledge, skills, and abilities

- Demonstrate strong skills in planning, implementing, and evaluating child-focused library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of children's services and programs.
- Demonstrate familiarity with children's literature, encompassing both contemporary and classical works.

- Ability to plan, present, and promote engaging programming for children and their parents/guardians.
- Familiarity with library resources, programs, and services, focusing on children's services.
- Knowledge of alpha-numeric systems for arranging library materials and basic automated bibliographic identification.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

- The Library Assistant I is a part-time position, up to 32-35 hours per week. Weekends and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

Tools and equipment used

Puppets, books, and other props for storytelling programs, Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Signatures		
<p>This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.</p>		
Employee Name	Signature	Date
Supervisor Name	Signature	Date

Effective Date: September 20, 2011

Last revised: March 13, 2026