



GENERAL POLICIES

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1. ANTI-DISCRIMINATION

The Library aims to promote equal access to information for all persons and recognizes the ongoing need to increase awareness of and responsiveness to the diversity of the communities we serve.

No person shall be excluded from participation in or be subjected to discrimination in, any program or activity of the Library on the basis of: language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of appearance, ethnicity, immigrant status, religious background, sexual orientation, gender identity, gender expression; or barriers to equal education, employment, and housing.

2. CHILDREN ALONE

The Library welcomes children. Library staff members are trained to help children with Library materials and services. We want to provide a safe and appropriate environment for all Library users. However, childcare is not the Library's role.

Parents and caregivers are responsible for the safety, comfort and behavior of their children while in the Library. Please make sure your child comes to the Library with a responsible person or that the child is mature enough to function in a safe and confident manner that observes the Library's Policy on Conduct.

Library staff members will intervene when a child alone is:

- Frightened or crying in the Library,
- Doing something dangerous, or another person in the Library seems to be a danger to the child,
- Not following the Policy on Conduct, or is
- Not met by a caregiver at closing time.

Library staff members will evaluate the situation and take appropriate action.

3. COLLECTION MANAGEMENT

The Orcas Island Library District has a strong commitment to the development and maintenance of a vibrant, balanced collection of books, other materials, and electronic resources appropriate to its mission and its service values. Careful management of this collection involves both addition and withdrawal.

The Board of Trustees of the Library endorses the American Library Association (ALA) LIBRARY BILL OF RIGHTS and the ALA's FREEDOM TO READ STATEMENTS.

Copies of these documents are available from the Library. The Board of Trustees also recognizes that within the Library's service area there are groups and individuals with widely separate and

diverse interests, backgrounds, social values, cultural heritage, and needs. The Library collection is therefore inclusive rather than exclusive. Selection reflects diverse points of view in fields of interest based on knowledge of the region and the community served, existing collections in nearby libraries, interlibrary loan services, and other resources. Duplication of materials is minimal. Suggestions of material for purchase or gifts are welcome and will be considered by the Library Director and other staff as assigned.

The Board of Trustees believes that any person is free to accept or reject Library materials for personal use, and that censorship of Library materials for other users is not permissible. Access by minors to Library materials is the responsibility of parents and guardians. The use or availability of Library materials will not be curtailed except for the express purpose of protecting them from damage or theft. Whenever censorship is involved, Library materials shall be removed from the Library only by court order.

Materials are ultimately selected and deselected by the Library Director. Any materials so selected and deselected are considered to be chosen by the Board.

Materials which are no longer useful shall be culled from the collection according to accepted professional practices and disposed of in a manner determined by the Board of Trustees. This helps to ensure a vital collection of continuing value to the community we serve. Because this is not a library of historical record, materials that are not well used may be withdrawn, except for relatively few types of materials such as local history or classics of human expression.

The Library complies with RCW 39.33.070, "Disposal of obsolete or surplus reading materials. "When the value of the discards as reading materials does not exceed one thousand dollars, in most cases the Library will transfer them to the Friends of Orcas Island Library. The Friends will then sell them in accordance with the Booksale Agreement between the Library and the Friends, which specifies all proceeds going to the benefit of the Library. At its discretion, the Library may dispose of the materials by its own public sale, or as promotional or incentive items, or by other lawful means.

Segregation and maintenance of permanent special collections representing a specific religious, political or sociological viewpoint are not permitted. A patron questioning material in the Library collection is free to ask the Library Director concerning such material. A patron wishing to file a formal complaint about a specific piece of Library material is then required to state his/her opinion in writing on the "Citizen's Comment on Library Materials," which the Library Director will provide, along with a copy of these Library Materials Selection Policies, to the patron. After the form is filled out in full and returned to the Library Director, the patron will receive a response in writing as soon as is practical. The material under question will remain in the active collection until a final decision is made.

A copy of the "Citizen's Comment on Library Materials" form and the "Selection Criteria" description are attached to this Materials Selection Policy.

Adopted as Material Selection Policy: 12/11/87 Revised: 6/88, 7/94, 2/96 Reviewed: 2/2000, 8/2006

Adopted as Collection Management Policy: July 13, 2009

3.1 SELECTION CRITERIA

3.2 General Criteria

These general criteria are taken into account for all materials selected for the Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- a. Current and anticipated needs and interests of the public.
- b. Accuracy of content.
- c. Timeliness of information.
- d. Author's, artist's or publisher's qualifications and/or reputation.
- e. Evaluations in review media.
- f. Contribution to diversity or breadth of collections.
- g. Presentation of unique or controversial points of view.
- h. Inclusion of title in standard bibliographies or indexes.
- i. Receipt of or nomination for major awards or prizes.
- j. Quality of production.

A. Adult Books

1. Adult Non-fiction: The Library provides current general interest, informational, and popular browsing non-fiction collections. Specific criteria in addition to the General Criteria listed above include:
 - a) Subject coverage for the collection to be broad and inclusive.
 - b) Thoroughness of coverage, including index, bibliography, illustrations, etc.
 - c) Importance of the subject matter or point of view to the collection.
2. Adult Fiction: The Library provides general, current, and popular fiction titles as well as genre fiction. Standard, popular American authors as well as major foreign authors are represented. Specific criteria in addition to the General Criteria listed above include:
 - a) Collection needs for a broad and multicultural representation of fiction.
 - b) Literary merit.

B. Young Adult Books

1. Young Adult Non-fiction: The Library provides current general interest informational materials appropriate for the browsing and homework assistance needs of young adults ranging in age from 12–18 years (grades 6–12). The public Library's collection may compliment the school Library/curriculum development collection but is not a replacement or substitute for the school Library's collection development responsibilities. Specific criteria in addition to General Criteria listed above include:
 - a) Timeliness and accuracy of material.
 - b) Presentation at a level and in a format that will appeal to young adults.
 - c) Usefulness of material for assistance in homework assignments.
 - d) Subject matter of interest to young adults.

2. Young Adult Fiction: The Library provides browsing collections, mainly in paperback, that include standard authors and titles as well as special interest genre titles.

The public Library's collection may compliment the school Library/curriculum development collection but is not a replacement or substitute for the school Library's collection development responsibilities. Specific criteria in addition to General Criteria listed above include:

- a) Reputation and popularity of author among young adults.
- b) Usefulness of material for homework assignments.
- c) Appeal of genre to young adults.

C. Children's Books

1. Children's Non-fiction: The children's non-fiction collection contains general informational works, browsing items, and subject oriented materials on topics of interest to children. Our children's collection will present more than one side of a question or point of view. Specific criteria in addition to General Criteria listed above include:
 - a) Subject relevance and age appropriateness of material.
 - b) Thoroughness of coverage and competence of writing style.
 - c) Clarity in the organization of material.
 - d) Quality of illustrations, maps, graphics, and photographs.
 - e) Artistic merit of work.
 - f) Usefulness of material for homework assignments.
2. Children's Fiction: The Library collection includes a variety of books from the most distinguished in children's literature to popular, new, and enticing titles that will attract readers of many tastes and abilities. Specific criteria in addition to General Criteria listed above include:
 - a) Literary merit.
 - b) Appropriate reading level and interest level.
 - c) Multicultural emphasis.
 - d) Appeal of author, genre, series to children.
 - e) Usefulness of material for homework assignments.
3. Picture Books, Beginning Reader, and Board Books: These books, in which illustration is as important as text, serve to introduce children to the world of books. The Library collection includes a wide variety of titles for adults to read to children and for children to look at and use. This collection includes concept books, beginning reader books, wordless books, and board books and picture books. Specific criteria in addition to General Criteria listed above include:
 - a) Relationship of illustration to text.
 - b) Literary quality and artistic impression.
 - c) Age appropriateness of art, text, topic.
 - d) Appeal of author or illustration to children.

D. Reference Materials

The reference collection of the Orcas Island Public Library consists of materials which, because of method of use, rarity, or cost, are most appropriately used in the Library. They provide timely and accurate information on a wide range of topics to serve the needs of a diverse public of all ages. Materials are acquired in book, non-book, or electronic format as appropriate and available. Specific criteria in addition to General Criteria listed above include:

- A. Currency and accuracy of material.
- B. Thoroughness of coverage, including index, bibliography, illustrations, etc.
- C. Importance of the subject matter or point of view to the collection.

E. Videos and DVDs

The Library collection provides popular movies and general informational videos, DVDs, and related formats for adults, young adults, children, and families. Specific criteria in addition to General Criteria listed above include:

1. Participants' reputation and recognition (actors, directors, writers, production companies).
2. Quality of production including descriptive cover and accompanying materials.
3. Popularity and usefulness of subject, title or author.

F. Talking Books

The Library collection provides talking books in various formats for adults, young adults, children, and families. Specific criteria in addition to General Criteria listed above include:

1. Participants; reputation and recognition.
2. Quality of production including descriptive cover and accompanying materials.
3. Popularity and usefulness of subject, title or author.

G. Periodicals and Newspapers

Periodicals and newspapers provide a source of current information not often available in book or other format. The Library offers a wide range of general interest periodicals for all ages. Both current and retrospective collections are maintained in efficient and cost effective formats as available and as space allows. Specific criteria in addition to General Criteria listed above include:

1. Indexing is available (Note: lack of indexing will not, however, exclude a title from the collection if it meets the needs of patrons.)
2. Appropriate format.
3. Availability of display shelving and storage space.

H. Gift Materials

Please refer to the Library's Gift Policy. The Library may accept gifts of materials with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase. The Library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials.

4. CONDUCT AT THE LIBRARY

The Orcas Island Library District makes its resources and services available to all library users. The staff will offer fair and courteous treatment, as well as assistance with use of the Library, including physical accommodation. Service is our first priority.

Acceptable conduct includes:

- Consideration and respect for staff and other Library users,
- Responsibility for the behavior and safety of one's own minor children and for other dependents in one's charge, and
- Maintaining an appropriate volume.

Unacceptable conduct includes behavior that:

- Does not fit into the above category,
- Is disruptive to staff or patrons,
- Interferes with other people's ability to reasonably work in or make use of the Library building or grounds,
- Is a violation of posted library signs,
- Constitutes a crime, or
- Could result in injury to a person or damage to property.

Specific examples include, but are not limited to, soliciting, disruptive horseplay, offensive personal hygiene, carrying unsecured food and drink, bringing pets inside the building, and overnight camping on the Library grounds.

Consequences for violating the Policy on Conduct:

- People who demonstrate unacceptable conduct will be asked to modify their behavior, or to leave the building or grounds for a period of time as specified by staff.
- The Director is responsible for establishing procedures as appropriate for implementing this Policy.

Adopted 06/2005; Reviewed 4/2006; Amended 1/2021; Amended 8/2023

5. CONFIDENTIALITY OF LIBRARY USER INFORMATION

Personally identifiable information about Library patrons and their use of the Library is private.

The Library shall not disclose such information to anyone except in the following cases:

1. If required by law, pursuant to a valid subpoena, warrant or court order
2. Upon written consent of the patron, or
3. When absolutely necessary for the effective operation of the Library and then to the narrowest extent possible after consultation with the Board of Trustees if possible or otherwise with legal counsel.

All requests for information must be addressed to the Director, who shall consult with the Trustees. The Director may also consult legal counsel when appropriate.

Patrons who use Library services requiring personally identifiable information are entitled to view their own records.

Patrons who fail to return materials in a timely manner will be deemed to have waived their right to confidentiality insofar as is necessary for the Library to retrieve the missing material or secure appropriate compensation for its loss and only for the time period required to recover the materials or compensation.

The Library will make a good faith effort to notify patrons of any changes in the law or policies pertaining to Library use that may affect patrons' privacy or intellectual freedom.

Patrons who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Director. All such comments will be investigated, and responded to when appropriate.

6. DISPLAYS, EXHIBITS, and BULLETIN BOARD POLICY

[For the purposes of this policy statement, the words display, exhibit, and bulletin board item will in most cases be interchangeable.]

The Orcas Island Library District intends displays, exhibits, and bulletin board items to support its service goals and to reflect service priorities in choice of content and in allocation of space and time within the building. In general, displays serve an informational role, and in most cases will not include promotional or marketing materials by for-profit contributors.

The Library will adjust scheduling and space as necessary to balance community access, and as appropriate will endeavor to make each display a balanced portrayal of issues. Included materials should be relevant to the purpose of the display.

Sometimes the Library will solicit material for displays. In the event a community member or organization independently offers a display or exhibit, the Library Director and staff may or may not schedule space depending on overall service priorities. All exhibitors must sign the separate "Library Exhibitor Agreement" before installing an exhibit

Bulletin board space in general is available only to nonprofit organizations and to individuals promoting not-for-profit educational events that are in alignment with Library service goals. The Library reserves the right to cancel a reservation for display space if the space is required for use by the Library or Library-related organizations. The Library does not assume responsibility or liability for damage to or theft of materials exhibited in or on Library property.

Provision of space in no way constitutes Library endorsement of the viewpoints expressed by displays or of the individuals or groups responsible for them. Each item or group of items will include a clearly visible statement of responsibility. Publicity must not suggest Library sponsorship or affiliation if none explicitly exists.

All materials exhibited in the Library are subject to the approval of the Library Director.

Revised 5/2006, 5/2007, 4/2018

7. FIXED ASSETS & DISPOSITION

Fixed Assets - The District strives to safeguard, control, and account for supplies and fixed assets; and to maintain and replace its fixed assets on a consistent basis. This applies also to the facilities and grounds. The District will maintain records on buildings, equipment, and assets of a non-consumable nature valued above \$500; also, on items valued above \$100 that are of a theft sensitive nature as determined by the Director.

Disposition - The District shall dispose of items as warranted by their condition, functionality, or overall usefulness. Options for disposal include transfer or sale at reduced price to nonprofit entities, including the Friends of Orcas Island Library; public auction or sale preceded by public notice; and free pickup at the Library on a first-come, first-served basis. The District's intent is to best match the items' usefulness and value to their method of disposal in a responsible, fair, and open manner, using means of public notification appropriate to the estimated value of the items. The Director shall determine and report to the Board the disposition of surplus items.

Approved as a separate Fixed Assets and Disposition Policy: January 10, 2018

8. GIFTS

The Library welcomes donations of gifts, subject to the limitations set forth below.

- a) With the exception noted in 1.8(g) below, gifts to the library must be unconditional.
- b) The Library reserves the right to determine the disposition of all gifts received. Donated materials not utilized in the Library's collection will be turned over to one or more third parties for processing and resale. All proceeds from the sales are paid directly to the Library to support the Library's mission and programs, and to otherwise enhance the Library's collection.
- c) All donated materials accepted for addition to the Library's collection (whether books, media, or other tangible personal property) become the property of the Library and, in its sole discretion, the Library will determine the most appropriate location for these materials.
- d) Offered gifts of books and other media will be evaluated by Library staff using guidelines set forth in the Library's collection management policy. If not needed for addition to the Library collection, such gifts will be transferred to the Friends of the Library for inclusion in book sales, the proceeds of which also benefit the Library.
- e) Offered gifts of other tangible personal property, including artwork, furnishings, and equipment, will be accepted or rejected by vote of the Library Board of Trustees upon recommendation of the Library Director and relevant Library volunteer committees. As decision-guiding factors the Board shall consider
 - a. whether the gift is unconditional,
 - b. the relevance of an offered item to the Library's mission and goals,
 - c. physical size of the object in comparison with space available for display and/or storage,
 - d. whether the object may create unsafe physical conditions,
 - e. opportunity costs of foregoing use of the needed display and/or storage space for alternative Library purposes,

- f. security needs, if any, and
- g. estimated costs and frequency of maintenance.

Donors must complete a Deed of Gift and submit it to the Library Director in the event the gift is accepted.

Offered gifts of real property will also be accepted or rejected by vote of the Library Board of Trustees. In order to avoid resale expenses, gifts of real property not needed for use by the Library should ordinarily be declined in favor of receipt of proceeds of sale of the property from the would-be donor.

The Library may accept earmarked monetary donations if the donor's wishes are compatible with the mission and policies of the Library.

April 13, 2023

9. INTERNET AND COMPUTER USE

The Library, in ways that support its mission, offers access to computers and to the Internet as well as to other technologies as available and appropriate.

- Each individual computer user takes responsibility for his or her own actions using Library equipment or the Internet. In the case of minors, responsibility lies with the parents or legal guardians.
- Computer users are responsible for the security and integrity of their own communications and information. The Library's network is not a secure environment.
- Users should be aware that government agencies and others may have the right to obtain user information.

Please note: Policy 5 Confidentiality of Library User Information also pertains to computer and internet use.

10. MATERIALS LOAN

Free borrowing privileges are extended to:

- Within the Library District, residents, property owners, workers, students, businesses and other organizations, and their dependents.
- Applicants and their dependents from jurisdictions with reciprocal borrowing agreements, if in good standing, currently including San Juan Island and Lopez Island.
- Applicants and their dependents from contracting entities.

Borrowing privileges are also available for a nominal cost to individuals and organizations that don't qualify for free service.

Borrower's Responsibilities:

- To provide a current local address, permanent address, and telephone number. A parent or guardian must register applicants under 14 years of age.

- To take responsibility for all use made of the card, including lost cards until reported.
- The Library has criteria in place regarding loan periods, renewals, and other means of tracking and managing its various materials. These criteria may change from time to time in order to optimize the overall community's ability to benefit from use of the Library.

Currently, the Library does not charge fines for overdue materials. However, the Library makes use of other measures to improve responsible use of its collections. Some of these measures may include charging for lost items, use of a collection agency, suspension of borrowing privileges, setting or making adjustments to a time period for when an item is available only for other library users, limiting renewals, and setting limits to number of items checked out on an account at one time.

The Library subscribes to the LIBRARY BILL OF RIGHTS (<http://www.ala.org/advocacy/intfreedom/librarybill>) and does not restrict checkouts or use of its materials on the basis of age.

Adopted 12/1993; Revised 12/1999, 2/2000, 7/2006, 11/2018

11. MEETING ROOM POLICY

There are three meeting spaces available for use in the Library. Approximate seating capacity for the rooms is as follows: the Community Room: 35–40; Maria's Room: 12; the Fuller Room: 4. The rooms are available, in order of priority, for Library and Friends of the Library activities, scheduled community meetings, personal/private meetings, and quiet reading and study. Use of the rooms is intended to support Library service priorities and general community interest. The Library may limit advance scheduling in order to balance community access, and may prioritize it in accordance with Library service priorities. The Library reserves the right to replace a previously scheduled event with a Library-related event.

The rooms will be open to the public for use without charge. Presenters may collect fees for participation in non-Library study groups, discussion series, seminars, or other meetings with advance permission from the Library Director. The Library may charge presenters for non-Library programs, fee-based programs, or use of equipment. Participants may not promote products or services of a for-profit nature.

Rooms may be reserved on an occasional basis for such uses as tutoring, proctored exams, personal/private meetings, and phone/videoconferencing for up to 2 hours per day. On a case-by-case basis, subject to approval, recurring reservations for similar use will be considered, as well as reservations longer than the normal maximum

The Fuller Room and Maria's Room are available for scheduling only during hours when the Library is open to the public. The Community Room is available for scheduling between the hours of 7:00 am and 10:00 pm.

An adult representative of any group reserving any meeting room must take responsibility for the group's use of the premises. Groups are responsible for cleanup and restoring furniture to its

original location. When meetings occur outside of the Library’s regular business hours in the Community Room, this representative must make arrangements with the Library staff for key pickup and return, equipment, temperature settings, and building security. The Library will provide only basic support. The individual or group using the room is responsible for obtaining training and making any other arrangements to operate equipment, etc. necessary for conducting their meeting.

Food and beverages are allowed in the meeting rooms. For meetings in the Community Room, a kitchenette is available for serving and cleanup. Use of any tobacco products, vaping, ecigarettes, or controlled substances is prohibited in the Library. Any arrangements to serve alcoholic beverages must be coordinated with the Library Director in accordance with State law. The use of any open flame is prohibited without prior approval from the Library Director.

The provision of meeting space for public use in no way constitutes the Library’s endorsement of the policies or beliefs expressed by organizations or individuals using the space. Publicity must not suggest Library sponsorship or affiliation unless confirmed in writing by the Library Director.

Sponsors of or participants in non-Library programs will not hold the Library liable for injuries to individuals or damage to personal property as a result of their actions.

Approved 7/1992

Revised 11/1992, 12/1999, 5/2006, 12/2007, 10/2011

Reviewed 2/2000

Changed from Community Room Policy to Meeting Room Policy and approved 11/14/2018

12. NAMING POLICY

This policy outlines the principles and guidelines for naming Library properties, programs, and facilities in honor of persons or entities that have made important contributions to the mission of the Library, and provides procedures for submitting a proposed name.

12.1 Authority:

The Library Board of Trustees retains the authority for all namings. This authority may not be re-delegated.

- A. The Chairperson of the Library Board of Trustees—or his/her Board of Trustees member designee—is the official designated to coordinate naming proposals.
- B. The Office of the Library Director is designated as the office of record for naming proceedings, and is the office officially designated to maintain records on gift documentation and the related consultation process, and the assurance of consistency in donor and public communications related to each gift and its restricted use.

12.2 Policy:

- A. Each proposal for naming for an individual or entity shall be considered on its merits.
- B. No commitment for naming shall be made to a donor or non-donor honoree prior to approval of the proposal for naming.

- C. When a facility or area or program is named in recognition of a donor or a non-donor honoree, that name will generally be effective for the useful life of the facility or the designated use of the area or the life of the program. If a facility must be replaced or substantially renovated, or the use of an area re-designated, it may be named for a new donor, subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action.
- D. In any proposal for naming a program in recognition of a donor or a non-donor honoree, consideration should be given to ensure that any associated endowment would be sufficient to sustain the program, since the naming shall be in effect for the life of the program.
- E. When the proposed naming of a facility would recognize an individual, this policy requires the complete name of the individual be used. When a naming is for two or more individuals, each of their full names shall be used. The last name of an individual so honored may be used in referring informally to the facility and may be used on the name plaque affixed to the facility.

12.3 Naming Criteria:

A. Naming in honor of an individual, no gift involved:

1. A proposed honoree shall have achieved distinction in one or more of the following ways:
 - a. While serving the Library or Community in an important capacity, the individual has rendered distinguished service that warrants recognition of the individual's exceptional contributions to the welfare of the Library or Community.
 - b. Although not having served the Library or Community directly, the individual has achieved unique distinction that warrants recognition.
2. Waiting period:
 - a. Submission of proposals to name properties, programs, and facilities in honor of an individual who has served the Library, or has served the community, state, or nation in an elected or appointed position, are subject to the following waiting periods:
 - 1) Two years after retirement or other separation from the Library or from elected or appointed office.
 - 2) Two years after the person's death, regardless of whether the person had retired or otherwise separated from the Library.
 - b. Proposals submitted in compliance with 2.a.1, above, that are in process at the time of an individual's death may continue in process at the discretion of the Library Board of Trustees.
 - c. The Library Board of Trustees, in unusual circumstances and at its discretion, may waive the waiting period.

B. Naming in recognition of a gift or donation:

1. In reviewing a request for approval of naming for a donor or for a person whose name is proposed by a donor, consideration shall be given to:
 - a. The eminence, reputation, and integrity of the individual or entity whose name is proposed; and
 - b. The relationship of the individual or entity to the Library; and

- c. The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the Library; and
 - d. The urgency of need for the project or for support funds for the project.
2. The gift shall constitute a significant portion of the total cost of the project to be named. The gift shall either (1) fund the total cost of the project, or (2) provide substantial funding for that portion of the total cost that would not have been available from any other source
 3. To avoid any appearance of commercial influence or conflict of interest, due diligence should be taken before recommending the naming that involves the name of a corporation or a corporate foundation. The naming for an individual associated with a corporation should be handled as any naming for an individual.
 4. Corporate names may be used to designate individual rooms, suites of rooms, exterior spaces or other such opportunities available for naming. Plaques in public places within buildings may recognize the contributions of corporations. The size, design, and wording of plaques and other signs that acknowledge corporate generosity and express Library and Community appreciation should be modest and exclude corporate logos to avoid the appearance of advertising.
 5. A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.
 6. When a proposed naming for an individual is accompanied by a gift, and the individual to be honored is serving the Library in an official or unofficial capacity, or is serving the community, state, or nation in an elected or appointed position, the naming may take effect upon approval.

C. Naming in recognition of a gift/private support for a specific fund-raising initiative or project:

1. Prior to launching a campaign fundraising initiative, the proposed naming opportunities for donor recognition (e.g., naming spaces in a building in recognition of gifts/private support) must be submitted to the Library Board of Trustees according to the procedures in VI, below.
2. Upon approval of the naming opportunities, the Chairperson of the Library Board of Trustees - or his/her designee - may conditionally offer to name a space with the following understanding:
 - a. All Namings require formal ratification from the Library Board of Trustees and cannot be guaranteed until that occurs.
 - b. The reputation and integrity of a donor or entity to be recognized will reflect positively upon the Library.
3. If the Library Director or any member of the Library Board of Trustees has any reservations about the naming (e.g., public relations, conflict of interest), the Library Board of Trustees should consult with the appropriate office (The County Council, the San Juan County Prosecuting Attorney's Office, or the Library's attorney) before proceeding.
4. Upon completion of the fundraising initiative or project, a report must be submitted to the Library Board of Trustees, including the following information:
 - A. The spaces named in recognition of gifts and pledges received.
 - B. A brief biographical description of the donors or entities named. D. Renaming:

A proposal to rename a facility or area or to add a second name shall adhere to the criteria outlined above. In addition, these principles shall be followed:

1. Any proposal to rename a facility or area or to add a second name in recognition of a gift shall be reviewed by Library Counsel. The review shall include any gift documents pertaining to the original gift and related naming, as well as the gift documents pertaining to the subsequent gift and proposed renaming.
2. When a facility that has been named has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure may be renamed in recognition of another gift.
3. When an area named in recognition of a gift or in honor of an individual will be developed for another use, the new facilities may be named in recognition of new gifts.
4. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas. The source to cover the costs of this recognition shall be identified.
5. When a facility or area is proposed for renaming, Library representatives will make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

E. Transfer of name to different facility:

Proposals may be submitted to transfer the name of a facility or area to a new location to accommodate the movement of a unit or program into a new or renovated facility.

F. Changed circumstances:

1. A proposal to change the function of a named facility or area requires documentation of the review of related gift agreements to determine if the proposed use is consistent with the restrictions that may have been previously stipulated. If the proposal for change in use is inconsistent, Library Counsel shall be consulted.
2. If at any time following the approval of a naming, circumstances change substantially so that the continued use of that name may compromise the public trust, Library Counsel or the San Juan County Prosecuting Attorneys' office will be consulted regarding potential future action.

12.4 Evaluation:

The Library Board of Trustees may, at its discretion, retain the authority for evaluating all naming proposals, or may create a standing or ad hoc "Naming Board," for that advisory purpose. However, final authority for the approval of any naming opportunities may not be re-delegated and resides with the Board of Trustees.

12.5 Procedures:

- A. The initiator develops the naming proposal to include the following information:
1. Sufficient data, including background and description of property, program or facility (e.g., size, location, function) for evaluation of its merits as described in IV, above.
 2. When naming for an individual, a biographical sketch of the individual.
 3. When for recognition of donors to a fundraising initiative or project:
 - a. A description of how the naming opportunities fit into the fundraising strategy.
 - b. A description of the space (e.g., floor plan of space to be named).
 - c. Size of gift required to name each space.

4. For proposals entailing additional costs, indicate sufficient funds available to cover such costs.
 - B. The initiator submits the proposal through the Library Director to the Library Board of Trustees
 - C. C. The Library Board of Trustees reviews the proposal (or refers the proposal to its Advisory Board, and then undertakes its own review). If the proposal is not appropriate under policy or is insufficiently documented, it will be returned to the initiator, and may be resubmitted.
 - D. D. The Library Board of Trustees will evaluate the proposal and may choose to consult with library or community constituents.
 - E. E. The Library Board of Trustees informs the Library Director and any donors of its decision and forwards all documentation to the Office of the Library Director for retention as appropriate.

The above Policy was approved April 8, 2014

Updated July 22, 2016

13. NON-SMOKING ENVIRONMENT

The entire Library building, including the lobby, restrooms and staff room, is a nonsmoking area. Additional nonsmoking areas include those within 25 feet of entrances, exits, windows that open, and ventilation intakes for the building, as specified in Washington State Initiative 901.

14. OPEN CONDUCT OF BUSINESS & RECORDS RETENTION

The business of the Orcas Island Public Library and its Taxing District will be conducted openly and ethically at all times, meeting or exceeding the requirements of government regulations such as the Open Public Meetings Act, the Public Records Act, and the Public Disclosure Act. Some business occasions will require the discretion allowed by approved regulations, such as provisions for Executive Session and for employee privacy, and those occasions will also be governed by the intent of the Library and the District to conduct business ethically and for the public good.

Sometimes it may be necessary or effective for business to be conducted between or among less than a majority of the District's governing body (the District Board of Trustees) outside of duly established public meetings. If such conduct of business takes written form, it will be entered into the Library's public records for management and disclosure according to legal and ethical requirements. The originator (or recipient) will provide that written form (or a copy) to the Library Director. The Library Director will incorporate that written record into the Library's standard procedures for managing public records.

The District Trustees will be responsible individually for providing the Library Director with a copy of written conduct of business which a Trustee originates or, if the originator is not a Trustee, receives.

The Library Director will establish with the Library staff the operational procedures for managing the Director's and the staff's written conduct of business which normally takes place through records that are already in the Library's custody.

Written conduct of business is defined as the written exchange of ideas on the subject of Library or District official public business. The Library Director is the authority for determining qualifying written conduct of business once the Library creates or receives a written record. The Library Director may also designate any material as historically interesting or significant, and therefore available to the Library's public records management and disclosure procedures. The Library District follows guidelines established for paper and electronic records by the State Archives for retention, safekeeping, and backup. When no specific such guideline exists, the District will follow procedures that are similar in form and intent; and when appropriate, will use information and other support services provided by the State Archives for records handling.

Adopted as Open Conduct of Business Policy January 11, 2005

Reviewed 4/2006

Revised as Open Conduct of Business and Records Retention Policy July 13, 2009

15. PROGRAMS & EVENTS

The Library offers programs designed to support the Library's mission. These programs may include any group activity offered to the public, either onsite or at another location, that library staff have coordinated, planned, and/or presented, including those offered in partnership with non-Library individuals or organizations.

Also, the Library will at times schedule events such as meetings, retreats, focus groups, or displays of information or other materials. These events may include staff or board retreats, public information sessions, or other activities intended to further the Library's mission and/or to improve its ability to meet community needs for library services.

Programs and most events are free and open to the public. In some cases there may be a charge based on recovery of costs for materials. With permission from the Director, the following may also be permissible: fundraisers to benefit the Library, sponsored by the Friends of Orcas Island Library or other support organizations; or direct sale of books or other relevant items by authors, artists, or other performers as part of a library program or event.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library sponsored programs. Library production of or involvement in a program does not constitute an endorsement of the content of the program or the views expressed by participants. The Library welcomes recommendations from residents concerning programming.

Some programs or events may include food or refreshments, which will be consumed either during the session or at subsequent sessions. Depending on the program or event, either refreshments will be provided or participants will be invited to bring their own. Refreshments for most programs will be provided or funded by the Friends of the Orcas Island Library. Refreshments for staff or Board training events or retreats may be paid from the Library's

training budget. Program coordinators may also accept refreshments contributed by outside sources.

Some Library programs or initiatives may include incentive items, promotional items, and/or prizes for participants or library users

Adopted April 9, 2013; Revised January 22, 2021

16. PURCHASING and CONTRACTING POLICY

RELATED POLICIES: Credit Card Use Policy; Gift Policy, Resolution 03-2013 (Delegating Limited Signing Authority to the Director) STATUTORY REFERENCES: RCW 27.12.210, RCW 39.04, RCW 39.08.010, RCW 39.80, RCW 42.24.225.

16.1 PURPOSE:

The purpose of this policy is to promote economy, prevent fraud, favoritism, extravagance, price fixing or collusion or the appearance thereof. It also provides equal opportunity among those seeking to do business with the Orcas Island Public Library District.

16.2 SCOPE

This policy governs the purchase of all supplies, materials and equipment, nonprofessional and professional services, and public works contracts.

16.3 POLICY STATEMENT

- A. The District desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the District desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the District with the best quality and best value. All purchases are to be made within budgetary limitations and to further the goals and objectives approved in the District's budget. All purchases made by the District shall ultimately be approved by the District Board of Trustees through the voucher approval process.
- B. The Library Director is charged with developing administrative procedures to implement this policy. Procedures should ensure the fiscal responsibility of the District in expending resources for goods and services for District operations. The procurement procedures of the District shall be based on guidelines provided in the Revised Code of Washington and the State Auditor's Office.
- C. Small works roster policies and procedures, including a limited public works process, may be established for use by the District pursuant to RCW 39.04.155.
- D. Lease of equipment or other personal property shall be subject to the policies for purchase of goods, with the aggregate of lease payments used in lieu of purchase price. Purchase or lease of real estate, franchise agreements, and intergovernmental or interlocal agreements will be entered into in accordance with state law.

16.4 GENERAL PROVISIONS

- A. **Federal or State Funds.** When procurement involves the expenditure of state or federal funds or grants, purchasing shall be conducted in accordance with any applicable federal or state laws or regulations.
- B. **Breaking Down or Splitting Purchases.** The breaking down, or splitting, of any purchase or contracts into units or phases for the purpose of avoiding the maximum dollar amount in a purchasing and contracting category is prohibited.
- C. **Emergency Procurements.** Notwithstanding any other provisions of this chapter, the Director or designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment, or services without complying with the requirements of this section when there exists a threat to public health, welfare, or safety or threat to proper performance of essential functions; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the District Board at the next subsequent meeting.
- D. **Amendments and Change Orders.**
 1. Amendments or change orders to contracts, including interlocal agreements, which result in the final contract amount in excess of purchase limits identified in this chapter may be administratively approved if the changes are:
 - i. Within the scope and budget of the project or purchase;
 - ii. Executed in writing;
 - iii. The amount in excess of the Director's purchase limits will not exceed the Director's authority for non-budgeted capital or operating expenditures as defined in the Commitment Authority adopted by District Board or the approved project budget, whichever is greater.
 2. Contract amendments that are strictly a change in contract expiration date may be administratively approved.
 3. The value of all change orders will be aggregated, and when any single amendment or combination of change orders on the same project or purchase exceeds the limit under subsection (D)(1)(i) of this section the change must be approved by the Board of Trustees, except:
 4. For service contracts to accomplish an ongoing District program rather than a discrete project, the aggregation of administrative change orders shall be recalculated after each contract year; and
 5. Where the size of the contract makes it probable that administrative change order authority will be quickly exhausted, the Board of Trustees may, upon recommendation of the Director, extend the aggregate limits of subsection (D)(a)(i) of this section upon award of the particular contract.

- E. *Signature Authority.* The Director may delegate the signature authority provided in this chapter to other District employees as deemed appropriate. In exercising this authority, the Director remains responsible for the adherence of such employees to all laws and administrative rules covered by this policy.

16.5 PURCHASE OF MATERIALS, SUPPLIES, OR EQUIPMENT

Purchase limitations apply to the cost of individual items or the sum of the same items purchased at the same time to fulfill a specific business need, which are not part of a public works project as defined by RCW 39.04.010 and this policy. Cost is inclusive of sales tax, delivery charges and any related miscellaneous charges. Limits shown and processes identified in the Commitment Authority (Exhibit A) shall be followed when authorizing the acquisition of materials, supplies or equipment.

- A. *Purchases Less Than \$10,000 – No Competitive Quotation Or Bidding.* Purchases of materials, supplies, or equipment where the estimated cost is under \$10,000, do not require competitive quotes or purchase orders.
- B. *Purchases From \$10,000 To Less Than \$40,000 - Informal Competitive Quotation.* Purchases of materials, supplies, or equipment where the estimated cost is \$10,000 or more but less than \$40,000 shall be made pursuant to the following informal competitive process:
 1. An authorized District representative shall make a reasonable effort to contact at least three vendors. The number of vendors contacted may be reduced if the item being sought is only available from a smaller number of vendors. When fewer than three quotes are requested or if there are fewer than three replies, an explanation shall be placed in the procurement file.
 2. Whenever possible, quotes will be solicited on a lump sum or fixed unit price basis.
 3. At the time quotes are solicited, the District representative shall not inform a vendor of any other vendor's quote.
 4. A written record shall be made by the District representative of each vendor's quote on the materials, supplies, or equipment, and of any conditions imposed on the quote by such vendor.
 5. All of the quotes shall be collected and presented at the same time to the appropriate designee as appropriate for consideration, determination of the lowest responsible vendor and award of purchase.
 6. Whenever there is a reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected and the District may obtain new quotes or enter into direct negotiations to achieve the best possible price. In this case, the District shall document, in writing, the basis upon which the determination was made for the award.
- C. *Purchases of \$40,000 or More - Formal Competitive Bidding.* Purchases of materials, supplies, or equipment where the estimated cost is \$40,000 or more shall be made pursuant to the following formal competitive process:
 1. *General.* Unless otherwise specifically approved by the Board of Trustees, all contracts relating to the purchase of materials, equipment, or supplies shall be in accordance with the Commitment Authority.

2. Invitation for Bids. An invitation for bids shall be issued which shall include the specifications and the contractual terms and conditions applicable to the procurement.
3. Public Notice. Public notice of the invitation for bids shall be published at least once in a newspaper of general circulation within the District, not less than 13 calendar days prior to the date set forth therein for the opening of bids, unless for good cause shown, the District Board authorizes a different period of time. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will not be accepted or considered.
4. Bid Opening. Bids shall be opened publicly and recorded at the time and place designated in the invitation for bids.
5. Withdrawal of Bids. Cancellation of Awards. Bids may be modified or the bid may be withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for opening. After bid opening, withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence presented in a sworn affidavit or declaration submitted no later than 5:00 p.m. on the first business day after bid opening, that a clerical mistake was made and not a mistake in judgment, and the bid price actually intended. All decisions to permit the withdrawal of bids after bid opening, or to cancel awards or contracts based on bid mistakes, shall be made by the Director.
6. Award. The Board of Trustees shall award purchases for amounts greater than or equal to the limits as identified in the Commitment Authority. The award of bid shall be made to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the invitation for bids. The District may reject all bids at its discretion.
 - D. **Lowest Responsible Vendor.** The following factors, in addition to price, may be taken into account by the District in determining the lowest responsible vendor; these criteria shall also apply in selecting products or services either offered with, or associated indirectly with, District programs or facilities:
 - A. Any preferences provided by law to local products and vendors;
 - B. The ability, capacity, and skill of the vendor to perform the contract;
 - C. The character, integrity, reputation, judgment, experience, and efficiency of the vendor;
 - D. Whether the vendor can perform the contract within the time specified;
 - E. The quality of performance of previous contracts or services;
 7. The previous and existing compliance by the vendor with laws relating to the contract;
 8. Such other information as may be secured having a bearing on the decision to award the contract.

- E. **Life Cycle Costing.** In considering the purchase of materials, equipment, supplies, whenever there is a reason to believe that applying the “life cycle costing” method of quote evaluation would result in the lowest total cost to the District, first consideration shall be given to purchases with the lowest life cycle cost which complies with the specifications.
- F. **Exceptions to Purchasing Limitations.** The Director is authorized to allow open market purchases without obtaining the regularly required competitive quotes or bids under the following conditions:
1. **Surplus or Distress Sale.** When it is possible to procure obvious bargains through the procurement of surplus or distress material, supplies or equipment.
 2. **Auctions.** RCW 39.30.045 authorizes the District to acquire supplies, materials, and equipment through an auction conducted by the United States or any agency thereof, an agency of the state of Washington, a municipality or other government agency, or any private party, without quotations or bids, if the items to be purchased can be obtained at a competitive price.
 3. **Emergency Purchases.** When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the District.
 4. **Interlocal Joint Purchasing Agreements.** Materials, equipment, supplies and services may be purchased under RCW 39.34.080 using joint purchasing agreements with a District, county, state or other public agency where bid requirements of this chapter have been followed by the cooperating agency in obtaining bids (i.e. the State of Washington Dept. of General Administration – Office of State Procurement, King County Distributing Association (KCDA), and Western States Contracting Alliance). Such joint purchasing agreements shall be approved by the Board of Trustees prior to solicitation of vendors.
 5. **Sole Source Procurement.** A contract for the purchase of materials, supplies, or equipment may be awarded without complying with the bidding requirements of this chapter when the Library Director determines in writing, subject to the approval of the Director, after
 6. conducting a good faith review of available resources, that there is only one source of the required materials, supplies, or equipment. The Library Director or his/her designee shall conduct negotiations, as appropriate, as to price, terms, and delivery time. A record of sole source procurement shall be maintained that lists each contractor’s name, the amount and type of each contract, and a listing of the item(s) procured under each contract.
 7. **No Bids or Quotations Received.** When no bids or quotations are received in response to an invitation to bid or request for quotations, the Library Director or his/her designee is authorized to procure the required item through direct negotiations with a vendor or to rebid as the Director or designee deems appropriate.
 8. **Library Materials Purchases.** When materials, including but not limited to books, periodicals, pamphlets, compact discs, DVDs, microforms, databases, and binding are purchased for inclusion in the District’s collection to be made available to the public.
 9. **Insurance and Bond Purchases.**
 10. **Purchases from Government Agencies.** When purchasing materials, equipment or supplies directly from other government agencies if the items to be purchased can be obtained at a competitive price.

- G. **Credit and Purchasing Cards.** Some suppliers accommodate the District by accepting purchasing cards or providing the use of a supplier-specific credit card. All employees must comply with the District’s Credit Card Use policy.

16.6 PUBLIC WORKS PROJECTS

- A. **Purchasing Procedures.** Cost for a public works project includes all amounts paid for materials, supplies, equipment, and labor on the construction of that project which is inclusive of sales tax, unless exempted by law.
- B. **Purchasing Limitations.** The Director may authorize the purchase and execution of public works projects equal to or less than the dollar threshold for small works projects as provided under RCW 39.04.155 as amended.
- C. **Competitive Bids.** “Craft” or “trade” means a recognized construction trade or occupation for which minimum wage categories are established by the Department of Labor and Industries of the State of Washington in the locality of the District’s projects or purchases.
 - A. Projects for single craft or multiple crafts with a reasonably anticipated price equal to or less than the dollar thresholds as provided under RCW 35.23.352, as amended, do not require the use of competitive quotes or bids. All purchases require an executed contract.
 - B. Projects for single craft or multiple crafts with a reasonably anticipated price higher than the dollar thresholds as provided under RCW 35.23.352, as amended, up to the limits set forth by RCW 39.04.155 as amended shall either use the small works roster or a formal competitive bid procurement process. All purchases require an executed contract.
 - C. Projects with a cost in excess of the maximum dollar threshold as provided in RCW 35.23.352, as amended, require a formal competitive bid process. The District Board shall authorize these purchases and provide authority for the Director to execute the related contract. All purchases require an executed contract.
- D. **Small Works Roster.** There is established for the District a small works roster contract award process for accomplishment of public works projects subject to the same limits and procedures as are set forth in RCW 39.04.155, as amended, including a limited public works process as described in Section V.F hereof, in each case , with the specific modification that the District may negotiate and award a contract directly with a prospective contractor in the event that it receives only one bid on a public works project. The District may create a single small works roster, or may create small works rosters for different categories of anticipated work. Notwithstanding the existence of a small works roster, the District may use a competitive bid process as the Director of his/her designee deems appropriate.
 - A. **Roster List.** The District shall establish the small works roster or rosters which shall consist of all responsible contractors who have requested to be on the list, and where required by law, are properly licensed or registered to perform such work in the state of Washington.
 - B. **Publication.** At least once a year, the District shall publish in a newspaper of general circulation within the District the notice of the existence of the roster or rosters and solicit

- C. the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the District and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
- D. Prequalification and Appeal. Any contractor whose request to be on the list has been denied may appeal to the Director, within 10 days after the denial, and the Director will make a decision within 30 days of the notice of appeal. Any contractor whose appeal to be on the list has been denied by the Director may appeal, within 10 days after the denial by the Director, to the District Board, and the District Board shall hold a hearing on the issue and make a decision within 45 days of the notice of appeal. A denial that is not appealed, or that is appealed and results in a final decision against the contractor, prevents the contractor from applying to be on the list for a period of one year from the initial application.
- E. Process. Whenever work that has received District Board approval in the current budget, or otherwise been approved by the District Board, is sought to be accomplished using a small works roster, a District representative shall obtain telephone, written or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as follows:
 - i. Whenever possible, invite at least one proposal (small works roster) from a minority or woman-owned contractor who shall otherwise qualify.
 - ii. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
 - iii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If the estimated cost of the work is \$150,000 or more but less than or equal to the dollar threshold for small works projects as provided under RCW 39.04.155, as amended, the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:
 - iv. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - v. Mailing a notice to these contractors; or

- vi. Sending a notice to these contractors by facsimile or other electronic means.
 - vii. For purposes of this policy, “equitably distribute “means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project.
 - viii. A written record shall be made by the District representative of each contractor’s bid on the project and of any conditions imposed on the bid.
 - ix. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
 - x. At least once every year a list of the contracts awarded under this process are to be furnished to the District Board and made available to the general public. The list shall contain the name of the contractor or vendor awarded the
 - xi. contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.
- E. Determining Lowest Responsible Bidder. Where bidders have not been prequalified, the District shall award the contract for the public works project to the lowest responsible bidder; provided that, when there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the District.

- F. **Cancellation of Invitations for Quotations.** An invitation for quotations may be canceled at the discretion of the Library Director. The reasons shall be made part of the contract file. Each invitation for quotations issued by the District shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the invitation. The notice shall identify the invitation for quotations and state briefly the reasons for cancellation.
- G. **Award.** The Director or his/her designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the Board of Trustees. However, for public works projects under \$40,000, the Director shall have the authority to award public works contracts to the lowest responsible bidder without Board of Trustees approval, provided that the Board of Trustees has previously authorized the project through the approval of the District's budget, and provided that the Board of Trustees shall ratify the Director's approval at the next scheduled Board of Trustees meeting. For public works projects of \$40,000 or more, the Board of Trustees shall award all public works contracts.
- H. **Limited Public Works Process.** The District may use a limited public works process to award public works projects subject to the same limits and procedures as are set forth in RCW 39.04.155(3), as amended.
- I. **Competitive Bid.** For public works not using a small works roster, a bid process shall be used as specified elsewhere in this policy.
- J. **Bid Deposit, Performance Bond and Noncollusion Affidavit for Public Works Improvement Projects.** Whenever competitive quotes or bids are required, a bidder shall make a deposit in the form of a certified check or bid bond in an amount equal to not less than five percent of the total bid, which percentage shall be specified in the call for bids. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid, and that he/she has not colluded with any other bidder or any other person. All public works contractors shall furnish a performance bond in an amount equal to the total amount of the contract; provided, that pursuant to and in the manner required by RCW 39.08.010, on contracts of \$150,000 (or such other amount as may be established pursuant to RCW 39.08.010) or less, if approved by the Board, the District may, in lieu of the bond, retain ten percent of the contract amount (or such other amount as may be established pursuant to RCW 39.08.010) for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later. All public works contractors shall furnish an executed and notarized noncollusion affidavit on a form approved by the county prosecuting attorney.
- K. **No Bids Received.** If no bids are received in response to an invitation to bid, the District may enter into a contract for a public works project through direct negotiations with a contractor or readvertise for bids, as the Director or his/her designee deems appropriate, subject to Board approval.

16.7 CONTRACTS AND AGREEMENTS FOR SERVICES

A. *Purchasing Limitations.* Purchase limitations apply to the cost related to the acquisition of services to fill a specific business need. Cost is inclusive of any required sales tax and related expenses.

1. All initial agreements with governmental agencies require Board approval; annual renewal or extension of existing contracts and agreements require the Director's approval.
2. Contracts and Agreements under \$25,000 can be executed by the Director or designee; and contracts/agreements of \$25,000 or more require Board approval.

B. *Process.*

1. *Architectural, Landscape Architectural, and Engineering Services Contracts.* Requirements set forth in Chapter 39.80 RCW shall be followed for contracts for architectural and engineering services, as defined in RCW 39.80.020.
 - i. *Roster.* Annually, the Library will publish in advance the anticipated District's requirements for architectural, landscape architectural, and engineering services and its acceptance of statements of qualifications for contractors interested in providing these services.
 - ii. *Contracts Less Than \$100,000.* Contracts that have an estimated cost of less than \$100,000 can be procured using an informal request for qualification process. This process requires the District representative to develop a written scope of the project and any criteria used to select the service provider and then select a qualified contractor from the District's architectural, landscape architectural, and engineering service roster. Multiple proposals are optional and at the discretion of the Library Director. If multiple proposals are used to make a selection, a standard process must be used for obtaining all proposals.

If the District representative does not choose to use the appropriate roster, then a formal request for qualification process must be followed for projects that have an estimated cost of \$40,000 or more. The development of an RFQ along with the proper public notification shall be made in accordance with procedures adopted by the District

- iii. *Contracts Greater Than or Equal to \$100,000.* Contracts that have an estimated cost of \$100,000 or more must use a formal request for qualification (RFQ) process. The development of an RFQ along with the proper public notification shall be made in accordance with procedures adopted by the District; provided, however, that the Director may in the following circumstances waive the formal RFQ process for contracts that have an estimated cost of \$100,000 or more, and allow the acquisition of services from the District's architectural, landscape architectural and engineering services roster:
 - a. It is deemed in the best interest of the District to expedite the acquisition of services; or
 - b. It can be demonstrated that there are sufficient consultants on the roster that possess the required qualifications to perform the scope of work; or
 - c. A consultant on the District's roster has previously provided satisfactory service to the District, has previously provided services related to the specific project, and has the qualifications to perform the scope of work.

- iv. Contract Required. A contract is required to purchase architectural, landscape architectural, and engineering services.
- 2. *Other Professional and Nonprofessional Services.* The District may procure professional and nonprofessional services other than architectural, landscape architectural and engineering services in such manner as it deems appropriate to obtain the maximum quality service sought, at a reasonable cost, in a timely manner and in compliance with Washington State law. Current Washington law does not require competitive bidding for the procurement of such services.

16.8 INTERLOCAL JOINT PURCHASING AGREEMENTS

Cooperative Purchasing. The District may enter into interlocal governmental cooperative purchasing arrangements with other public agencies similarly authorized under RCW 39.34.030 when the best interests of the District would be served thereby. Any cooperative purchasing agreement shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties and shall be governed by the requirements of state law in regard to competitive bidding, when applicable. The competitive bid process of the original jurisdiction shall substitute for the District's. All interlocal joint purchasing agreements shall be presented to the District Board for prior approval.

16.9 REAL PROPERTY ACQUISITION

- A. Real Property. All real property acquisitions on behalf of the District shall be submitted to the Board of Trustees for approval.
- B. Real Property. All leases of real property on behalf of the District shall be submitted to the Board of Trustees for approval.

COMMITMENT AUTHORITY

(Exhibit A)

Operating Expenditures (1)

(b.iii.1.1) Expenditures directly related to the primary service activities of the District, excluding Capital Expenditures.

(b.iii.1.2) Telephone or written quotations required for purchases of \$1,000 or greater.

(b.iii.1.3) Sealed bids/formal bid process required for materials/equipment for greater than or equal to \$40,000; and for public works projects over the limits for single craft or multiple crafts as set forth in RCW 35.23.352, unless Small Works Roster is used for contracts up to the limits set forth in RCW 39.04.155. Only Director's approval required for any public works project over the limits set forth in RCW 35.23.352 for single craft and up to the limits for use of the Small Works Roster as set forth in RCW 39.04.155. Federally funded projects must follow Federal guidelines.

(b.iii.1.4) "Non-Budgeted Items" includes overage of budgeted line items.

Board of Trustees authorization is required on any non-budgeted expenditure that would cause the overall Fund expenditures to exceed the total Fund appropriation amount.

Capital Expenditures (5)

(b.iii.1.5) Cost greater than \$5,000 and useful life expectancy greater than one year.

(b.iii.1.6) Commitment of contingencies within an approved project budget are at the discretion of the Library Director up to 10% of the contingency or \$5,000 (whichever is greater) for a single commitment.

Contracts and Agreements

(b.iii.1.7) Initial contracts and agreements require Trustee approval if the expense is not in the approved budget and estimated costs will exceed the Signing Authority of the Director. (b.iii.1.8) Commitment Authority is driven by the dollar amount, not by the original signature on the contract.

(b.iii.1.9) Negotiated contracts for architectural and engineering services required (RCW 39.80).

(b.iii.1.10) Approval required at time of application for grant.

ADOPTED: December 13, 2017; REVISED November 23, 2018, January 10, 2020; February 12, 2020

17 EMERGENCY OPERATIONS POLICY

The Orcas Island Library may either operate with modified hours or services or close the building entirely due to events outside of Library control. Such events may include, but are not limited to, weather-related conditions, natural or man-made disasters, long-term loss of electricity or other utilities, a health emergency, and/or any other event that inhibits the Library's ability to safely conduct normal activities.

Examples of relevant events include:

- Weather conditions making travel to and/or operation of the facility impractical or unsafe;
- Widespread disease conditions that might result in the Library becoming a likely location for spreading of the disease;
- An emergency declared by a government agency such that all nonessential services have been curtailed, residents have been asked to restrict their travel, and/or government offices and schools have been closed;
- Unsafe and/or unhealthy working conditions due to loss of electrical power or other utilities, or heating/air conditioning system failure;
- Any other condition or event that may adversely affect the health and safety of Library staff, volunteers, and/or the public.

The Library Director or designee shall make all closure or service reduction decisions, making extensive use of guidance from County, State, and Federal resources, as appropriate and relevant to the circumstances.

In the event of modified hours or services or building closure, the Library Director will make corresponding changes in staff assignments and schedules when necessary, in order to maintain the most effective possible Library operations. As approved by the Director on a case-by-case basis, this may include working in a different location than the Library building itself. During

periods of extended mandatory closures or extraordinary circumstances, the Library Board may, with guidance from relevant legal and other resources, modify the Library's staff scheduling, compensation, and other policies in order to most effectively restore normal operations.

Adopted March 11, 2020

18 ELECTRONIC SIGNATURE POLICY

Section 1. Purpose

To establish an electronic signature policy for Orcas Island Library District to:

- Promote efficiency in order to conserve public resources;

- Establish guidelines for the use of electronic signatures for certain Library transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the Library; and
- Establish electronic signature providers as approved methods for affixing an electronic signature to an electronic record.

Reducing the Library's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

In combination with establishing a policy, to authorize the Library to use the services of electronic signature providers, to affix electronic signatures to electronic records.

Section 2. General Principles

1. The Library encourages electronic transactions and the use of electronic signatures and with the adoption of this policy recognizes electronic signatures as legally binding and equivalent in force and effect to a signature created by a person (wet signature). An electronic signature is an acceptable substitute for a wet signature on Library records requiring the signature of any record whenever the use of a wet signature is authorized or require, except as provided herein.
2. The Library authorizes the use of the electronic signature platforms, or any future replacement of a selected platform, to affix electronic signatures to Library records and authorizes the Library's Recording Secretary to use the selected electronic signature platform to affix electronic signatures to Library records.
3. The electronic signature platform is authorized to affix electronic signatures to the following records: Minutes of Library Board Meetings and Resolutions Adopted by the Library Board, Claim Vouchers Approved by the Auditing Officer and subsequently approved by the Library's Board, and any and all contracts and agreements to which the Library is a party.

4. Electronic signatures may be used on any Library record requiring execution by a third party.
5. Electronic signatures cannot be applied using another individual's name. Records signed on behalf of the Library Director, Recording Secretary, or a Trustee by a designee shall use their own electronic signature.
6. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
7. This policy in no way affects the Library's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

Adopted December 22, 2021