

DISPOSAL OF SURPLUS PROPERTY

The Ritzville Library District #2 Board of Trustees has the authority, pursuant to RCW 27.12.210, to declare personal and real property surplus and provide for its disposal, limited only by the provisions of Chapter 39.33.RCW

1. DEFINITION

Surplus property is any personal or real property owned by the Library District that is no longer needed for the provision of library services.

2. DECLARING PROPERTY SURPLUS

- a. Only property having a monetary value need be formally declared surplus. Property that is obsolete or broken and has no useful value may be disposed of with the approval of the director.
- b. The director is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000. The director may choose to dispose of these items by either returning the materials to any donors (if applicable and possible), giving the materials to the Friends of the Library (FOTL) for sale or discard as they see fit, or discarding the materials if necessary.
- c. The Board of Trustees shall formally declare surplus by resolution library materials with an estimated aggregate value of \$1,000 or more and all other types of property with a value of less than \$50,000 per item. The resolution shall include a listing of the property and its estimated value.
- d. Property valued at \$50,000 or more per item may be declared surplus only after a public hearing as set forth in Chapter 39.33 RCW.

3. DISPOSAL AND SALE OF SURPLUS PROPERTY

- a. Property having no monetary value shall be disposed of by the most appropriate method.
- b. Surplus library materials whose estimated aggregate value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall be disposed of by the method that is in the best interest of the Library District at the time the property is declared surplus.
- c. Surplus library materials valued at \$1,000 or more shall be disposed of by the method that is in the best interest of the Library District at the time the property is declared surplus. Methods of disposal may include sale at public auction or sale by sealed bid. If no reasonable sale is made, they may be sold as specified in (b) above.
- d. Property valued at \$50,000 or more that has been declared surplus after a public hearing shall be sold by public auction. If no reasonable bids are received, they may be sold as specified in (b) above.

Approved: 6/8/10

Revised: 10/17/18

Ritzville Library District #2

4. EXCEPTIONS

- a. Property sold to a governmental agency shall be sold at a fixed price at the time the property is declared surplus.
- b. In disposing of property by trade-in on the purchase of a like item, the contract shall be awarded according to the provisions of the District's Purchasing Policy.

5. PROCEDURES

- a. The Director is authorized to develop and carry out procedures to implement this Policy.

6. GENERAL CONSIDERATIONS

- a. Factors which are to be considered in determining value are original purchase price, age, condition of item, and the current market value.
- b. All monies received from the sale of surplus materials shall be returned to the Operating Fund of the Library District.
- c. The Director, members of the Board of Trustees, and immediate family members of the above are not permitted to purchase surplus materials whose aggregate value is \$1000 or more.