



Policies and Procedures
Policy 0016

Table with 2 columns and 2 rows. Title: Disposal of Surplus Property. Row 1: Date of Origin: September 3, 1998 | Approved By: Library Director & Library Board. Row 2: Date(s) of Revision: March 16, 2017 |

The Stevens County Rural Library District 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 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 Property that is obsolete or broken and has no useful value may be disposed of with the approval of the director or designee.
b. The director is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000.
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 sold by the method that will most efficiently and effectively provide the District with greatest net monetary return.
c. Surplus library materials valued at \$1,000 or more, and all other surplus property valued at more than \$50,000 per item: shall be disposed of by the method determined by majority action of the Board at the time the property is declared surplus. Methods of disposal may include sale at public auction, sale by sealed bid, or sale at a fixed price established by the Board. In either case, such surplus property shall be advertised in the official Stevens County newspaper of public record for one day or more prior to making the property available for public inspection. If no reasonable bids are received, they may be sold as specified in (b) above.

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, 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.