SURPLUS POLICY

Purpose: The purpose of this policy is to provide for the disposal of surplus property belonging to the Columbia County Rural Library District. The Columbia 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 RCW 39.33.

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

Policy:

RESPONSIBILITY

1. Only property with a monetary value needs to 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 Property that is obsolete or broken and has no useful value may be disposed of with the approval of the director or designeé.

2. The Director is authorized to declare as surplus library materials whose aggregate value is estimated to be less than $1000. The Director has the responsibility to determine and declare when property belonging to Columbia County Rural Library District is no longer useful, has become outdated, has been updated with newer equipment, or is broken. The Director may give functional directions to others; thereby, delegating the authority to perform such service, as directed by the Board of Trustees.

3. The Columbia County Rural Library District Board of Trustees shall formally declare surplus by resolution library materials with an estimated aggregate value of $1000 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.

4. Property valued at $50,000 or more per item may be declared surplus only after a public hearing as set forth in RCW Chapter 39.33.020.

DISPOSAL AND SALE OF SURPLUS PROPERTY

1. Property having no monetary value shall be disposed of by the most expedient method.

2. Surplus library materials whose estimated aggregate value is less than $1000 and all other surplus property valued at less than $5,000 per item shall be sold by the method that will most efficiently and effectively provide the District with greatest net monetary return.

3. Surplus library materials valued over $5,000 and less than $50,000 shall be disposed of through bid process with the material going to the highest bidder after a designated time is set to receive the bids. Publication for bids will be announced in the

local newspaper, by flyers in the library and on the library's Web page. If no reasonable bid is received, the item may be sold as specified in (2) above.

4. Property valued at $50,000 or more that is declared surplus after a public hearing, as set forth in RCW Chapter 39.33.020, shall be sold by public auction. If no reasonable bids are received, the property may be sold as specified in (2) above.

EXCEPTIONS

1. Property sold to a governmental agency shall be sold at a fixed price at the time the property is declared surplus.

2. 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.

SURPLUS CRITERIA

1. Columbia County Rural Library District Board of Trustees will approve designated surplus items for sale.

2. The Director will recommend a fair market value of the surplus items to the Board of Trustees, who will make the final determination and approval regarding the fair market value of all surplus items before the item/s are offered for sale to the public.

3. Surplus items with a value of less than $1000 will be made available to the public through announcements posted in the library and through the library's Web page.

4. After a surplus item has been offered for sale for thirty (30) days, the director or other designated library personnel may accept a counter offer made by the public for such item.

5. The staff, library board, or their immediate families must wait at least thirty (30) days from date Library Board approved the surplus item before purchasing any surplus item.

6. The director or designated library personnel may discard any item on the surplus list in any manner he/she so chooses (whether that be taking the item to the dump or giving it away) after the item has been on the surplus list a minimum of ninety (90) days. The only exception to the minimum of ninety (90) days will be with the discarding of library materials, i.e., books, audiocassettes, CDs, videocassettes, DVDs, magazines, or any other type of library material. See item 7 for explanation of the discarding of library items; i.e., books, audio-visual materials, serials, etc.

7. The director and/or the branch manager has the primary responsibility for weeding items, i.e., books, audiocassettes, CDs, videocassettes, DVDs, magazines, or any other type of library material. The director and/or the branch manager may:

7.1 Exchange the item with another public or academic library.

7.2 Give the discarded item to the Friends of the Library for their book sale if the Friends have a book sale agreement with the Library District.

7.3 Sell the weeded item for a discounted price, (as determined by the Library Board of Trustees), in the library and by the library district to raise money for other library material or supply purchases. See RCW 27.12.305.

8. The Columbia County Rural Library District Board of Trustees automatically approves for surplus any discarded item that the director and/or branch manager have determined needs to be removed from library shelves. (See item 1 under the Disposal and Sale of Surplus Property).

9. It is understood that the Friends of the Library are providing a service to the library district by selling the surplus books. It is further agreed that the Friends Group will give ten percent (10%) of all proceeds from the sale of discarded books, audiocassettes, videocassettes, CDs, DVDs, or other types of library materials to the Library District. The monies received above the ten percent (10%) with regard to discarded materials, i.e., books, audiocassettes, videocassettes, CDs, DVDs, or other types of library materials will be the Friends' money to use in supporting the library district in any way they choose.

PROCEDURES

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

Adopted
August 14, 2008