

**LIBRARY  
DISTRICT**

## DISPOSAL OF SURPLUS PROPERTY POLICY

Adopted 10/14/1987; Amended 6/11/2003; 10/10/2007

The Jefferson County 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](#).

### Definitions

- JCLD is the Jefferson County Library District.
- Surplus property is any personal or real property (other than materials) owned by the District that is no longer needed for the provision of library services.
- Surplus library materials are those portions of the library collection that have been removed from circulation and discarded.
- Disposition is the method and means by which surplus property is removed from JCLD's premises, ownership, and responsibility.

### Declaring Property Surplus

- 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 Property that is obsolete or broken and has no useful value may be disposed of with the approval of the Director or designee.
- The Director is authorized to declare as surplus all library materials (such as books, videos, etc.) whose value is estimated to be less than \$1,000 and all furniture, fixtures, and equipment with a value of less than \$1,000 per item.
- The Board of Trustees shall formally declare surplus by resolution library materials with an estimated value of \$1,000 or more and all other types of property with a value of \$1,000 to \$50,000 per item. The resolution shall include a listing of the property and its estimated value.
- Property valued at \$50,000 or more per item may be declared surplus only after a public hearing as set forth in RCW 39.33.

### Disposition of Surplus Property

- Property having no monetary value shall be disposed of by the most appropriate method as determined by the Director.
- Surplus library materials whose estimated value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall normally be sold by the method that will most efficiently and effectively provide the district with the greatest net monetary return. If warranted, based on efficiency and effectiveness, the Director may opt to dispose of surplus property at a nominal cost (i.e. less than fair market value) to other governmental entities, to private parties, or to donate the property to charitable or educational institutions.
- Surplus library materials whose estimated value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest reasonable bid following publication of a notice of the auction in a newspaper with a general circulation in the District. If no reasonable bids are received, they may be sold as specified above.
- 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 above.

### Methods of Disposition

- Sale to Buyer – JCLD may consider and may solicit one or more buyers for surplus equipment.
- Intergovernmental sale – JCLD may consider and solicit one or more buyers from other public agencies, including but not limited to public libraries, state agencies, public schools, and cities and towns. Non-profit organizations do not qualify for intergovernmental sales.
- Auction – JCLD may consider conducting a public auction, which shall include appropriate notice to the public, preparation and usage of facilities, staffing, collection of revenues, and further disposition of unsold items.
- State Surplus - JCLD may consider sending equipment to the Department of General Administration's State Surplus program.
- Disposal – Disposal should be considered a final method. JCLD may dispose of surplus through local, regulated, disposal facilities such as landfills.

### Exceptions

- 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.

### Trustee/staff access to surplus items

- JCLD Trustees are prohibited from purchasing surplus property from the District.
- JCLD employees may purchase surplus property as long as fair value is paid and the employee has not had any advantage concerning the sale.

### Procedures

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