

# Policy

## Disposal and Sale of Surplus Property

### for

## Poplar Bluff

## Municipal Library District (PBMLD)

Approved Board of Trustees March 5, 2018

The Poplar Bluff Municipal Library District shall sell and dispose of surplus property according to the following guidelines:

1. The director, assistant director, and building administrator shall be responsible for determining if an item is saleable and has no use or value to the library district.
2. No employee or board member may purchase any surplus item prior to it being made available to the general public.
3. Property shall be made available for sale according to the following:

Anticipated Value	Notification	Approval	Type of Sale
Under \$250	Public notice On web page, Service Desk, and Social media	Director	One Day Open Sale Priced as marked  All Sales Final
Over \$250 – \$999	Public notice On web page and Service Desk, Social Media, or Local newspaper	Director	Open or Closed Bidding
Over \$1,000	Public notice On web page, Service Desk, Social Media, and Local newspaper	Board of Trustees	Open or closed bidding

4. The library district may, from time to time, hold mass sales of surplus items at a central location. Notice shall be placed on the library's web page and in local papers as deemed appropriate.
5. Withdrawn supplies and unneeded materials may be sold by the library or offered to the Friends of the Library. Materials not wanted by the Friends of the Library may be disposed of with the Director's approval.
6. Items under \$1000 may be offered first come, first served to local public K-12 schools if deemed appropriate by the director.
7. This policy does not apply to sale or disposal of books and other library materials.
8. Disposal of computers or computer related hardware or software surplus items must be approved by the Director.
9. Revenue from the sale will be deposited into the general fund.
10. The value of items to be sold will be established by open market comparison (such as eBay, NADA, Craigslist, etc.) of similar or like items.
11. At time of sale:
  - a. Purchaser/bidder must remove items immediately in coordination with library's Building Administrator.
  - b. Building Administrator is not responsible for removal of surplus but will assist with exiting building. Damage caused by removal is the purchaser's responsibility.
  - c. If purchaser does not remove purchased items immediately, items will be put up for resale and/or disposed of in a manor deemed appropriate by Director.
  - d. Purchaser must pay in cash, credit card, or money order at time of sale.
12. The Director will provide the Board of Trustees a once a year listing of all surplus items sold.

Supersedes Policy approved 3-4-13