

XVIII. DISPOSITION OF SURPLUS PROPERTY

- A. Since there is the occasional need to dispose of books and other items of furniture and equipment which are no longer needed or appropriate for public use, and since Attorney General Legal Opinion (AGLO) 1974, No. 101, dated December 2, 1974 affirmed that the Board of Trustees of a Rural Library District does have the lawful authority to dispose of such surplus material equipment; be it resolved by the Whitman County Rural Library District Board that the Board has adopted the following policy regarding surplus property disposal.
1. Disposition of property valued at less than \$1,500: Any property with an estimated value of less than \$1,500 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 a fixed price established by the Board, sale at public auction, or sale by sealed bid.
 2. Disposition of property valued at \$1,500 or more: Any property with an estimated value of \$1,500 or more 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, or sale by sealed bid. In either case, such surplus property shall be advertised in the official Whitman County newspaper of public record for one day or more prior to making the property available for public inspection.
- B. Exceptions:
1. In the event that the Board of Trustees authorizes surplus property to be sold to another governmental agency, the following procedure will be followed:
 - i. Property may be sold at a fixed price as established by the Board, on a negotiated basis between the WCL Director and the authorized representative of the other agency, or via the sealed bid method as the Board shall determine at the time the item is declared surplus.
 2. In the event the surplus property is to be traded in on a similar new item which has a value of \$1,500 or more, the following procedure will be followed:
 - i. A minimum of three bids will be solicited for the new item. Included as part of the vendor proposal will be a separate price offer for the item to be traded in. All other things being equal, the vendor with the lowest net cost for the new item will be awarded the bid. After reviewing all bids, if it appears that it would not be economically advantageous to accept any trade-in offer, the surplus item may be disposed of under provisions of paragraph 1 or 2 of this policy, as appropriate.
- C. General Considerations:
1. Estimated value for any item to be disposed of will be determined by the Board, based upon a recommendation by the Director and/or knowledge of Board members. Factors which are to be considered in determining value are original purchase price, age, condition of item, and the going market value as derived from classified ads, retail outlets, swap meets, etc.
 2. All monies received from the sale of surplus items shall be returned to the General Fund of the Whitman County Rural Library District.

3. Surplus items shall be disposed of strictly in accordance with pre-sale publicity and notices regarding place, date, and time of sale. No pre-sales or pre-inspections of any surplus items are to be authorized for any parties, either those from the public or those associated in any way with Whitman County Library. No individuals involved in recommending or deciding what items of furniture and equipment are surplus shall have the opportunity to purchase those items prior to the sale.
4. Any surplus items which are to be sold as a group only will be clearly marked and advertised in that manner.
5. Any item of surplus equipment is to be sold "as is," with no warranties made or implied as to the fitness of the item for any intended use or as to its condition. Any known defects which may constitute a safety hazard will be stated on an itemized list to accompany the surplus item.
6. In the event the surplus item has not been sold after all reasonable sales efforts have been made, the item may be disposed of in a manner deemed appropriate by the Director. Examples of possible methods of disposition would be sale for salvage value or disposal at a refuse site. Unsold surplus property may not be donated to any individual or public or private organization except as specified under Article VIII, Section 7, of the Washington State Constitution.