Disposition of Surplus Property

1. Definition

The Geneva Public Library ("the Library") defines "property" as anything purchased with Library funds or donated to the Library. "Surplus property" is any property owned by the Library that is no longer needed for the provision of library services.

2. Declaring Property as Surplus

Only property having a monetary value needs to be formally declared as surplus.

The Executive Director and Librarians are authorized to declare as surplus any Library materials whose aggregate value is estimated to be less than $1,000.

The Board of Trustees ("the Board") shall formally declare as surplus any Library materials or property with an estimated aggregate value of $1,000 or more by resolution. 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 as surplus only after a public hearing, following publication of a notice of the hearing in the *Finger Lakes Times*.

3. Disposal and Sale of Surplus Property

Property deemed to have no monetary value shall be disposed of by the most appropriate method to minimize costs to the Library and inconvenience to Library patrons, as determined by the Executive Director or their designee and in accordance with City of Geneva disposal laws.

Surplus property, including, but not limited to, technology, furniture, fixtures, and supplies no longer of use to the Library and whose estimated aggregate value is less than $1,000, will be first donated or sold for a set amount, determined by the Executive Director or their designee, to other member libraries within the OWWL Library System (OWWL) and to members of the Rochester Regional Library Council (RRLC).

Surplus Library property whose estimated aggregate value is $1,000 or more shall be sold at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the *Finger Lakes Times*. If no reasonable bids are received, surplus property may be sold as specified below.

If still unsold, the property will then be sold by the Library via blind auction lasting a minimum of three business days. The Library reserves the right to use websites or auction companies to attract a larger viewing audience. In such instances, as determined by the Executive Director or their designee, options such as a minimum sale price and "buy it now" price may be utilized. Neither Library employees, Board Trustees, nor their families or friends, shall be given or sold Library property unless said property is obtained through the above mentioned sale process. Employees involved in the auction process shall be prohibited from submitting a bid or offer. If no bids are received, the property will be deemed to have no monetary value and disposed of accordingly.

The Executive Director will bring to the Board's attention any items that may have unusual, historic, or artistic value; the Board may engage the services of a professional appraiser to determine their value.

In disposing of property by trade-in on the purchase of a like item, a contract shall be awarded according to the provisions of the Library's Bidding and Procurement Policy.

3.1 Library Collection Materials

Library materials that are no longer deemed appropriate for a collection, and are in good condition, will be made available to the Foundation for Geneva Public Library for their book sales. As storage space is limited, materials that have not sold within one book sale following their removal from the collection will be donated to nonprofit resellers or local charities, or declared to have no value to such organizations and recycled.

3.2 Technology

Library technology that is obsolete or damaged beyond repair must be declared surplus property or scrap by the Executive Director or their designee. Following this declaration, such Library technology is sent to an approved site for sanitation and disposal or electronic recycling. The Executive Director and/or their designee will maintain a list of technology that has been disposed of or recycled.

Surplus items which carry no risk of disclosure of sensitive information, breach of a licensing agreement, or infringement of copyright, and have value to other parties, will be given away to another library or non-profit organization, or auctioned.

Rotation and replacement of all Library computer equipment will be guided by the Library's Use of Technology by Library Staff Policy in consultation with the OWWL Computer and Network Services Department.

In accordance with NYS Technology Law, no computer software of a political subdivision shall be transferred if such transfer would cause the disclosure of sensitive information, a breach of a computer software license agreement, or an infringement of a copyright.

4. Reporting

The sales of surplus Library property should be reported to the Board as a part of the monthly financial report.

Adopted by the Board of Trustees: July 29, 2015
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