**SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY**

**PURPOSE**: To rid the Hornell Public Library of any surplus library property, personal or fixed property, owned by the Hornell Public Library that is no longer needed for the provision of library services.

**POLICY:** Only property having a monetary value need be formally declared surplus.

The Director or their designee are authorized to declare as surplus library materials whose aggregate value is estimated to be less than $1,000.

The Board of Trustees shall formally declare surplus of library materials and 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 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 Director or their designee and in accordance with disposal laws.

Surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the library and whose estimated aggregate value is less than $1,000, may be donated or sold as determined by the Director or their designee.

Surplus library property whose estimated aggregate value is $1,000 or more shall be disposed of at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the Hornell Sun and social media, or by advertisement for sale in the Hornell Sun and social media. If no reasonable bids/offers are received, they may be disposed of as specified above.

The Director will bring to the attention of the Board of Trustees items that may have unusual, historic or artistic value; the Board may engage the services of a professional appraiser for determination of value.

The Director may dispose of donated items in any legal manner.

The sales of surplus library property should be reported to the Board of Trustees as a part of the monthly director’s report.

Adopted by the Hornell Public Library Board of Trustees \_\_\_9-17-2024\_\_\_\_\_\_\_\_\_\_

(Date)

*Garrett McGowan, President of the Board of Trustees*