

## LIMA PUBLIC LIBRARY

### POLICY ON SALE AND DISPOSAL OF SURPLUS LIBRARY ITEMS

#### **Purpose:**

To establish a consistent and transparent process for the disposal of library-owned property that is no longer needed, usable, or functional, in compliance with applicable laws and regulations.

#### **Authority:**

The Board of Trustees has the authority to acquire, sell, donate, or otherwise dispose of library property as provided in Education Law §226 and General Municipal Law.

#### **Definitions:**

“Surplus Property” means Lima library-owned personal property, including equipment, shelving, furniture, and materials, that is no longer needed for library purposes.

#### **Policy:**

##### *1. Identification of Surplus Property*

- The Library Director or designee will identify items that are obsolete, broken, or otherwise unneeded.

- Any surplus items that originally cost more than \$1,000.00 must be pre-approved by the Board before removal.

##### *2. Board Approval*

- The Board of Trustees shall approve the disposal of surplus property by formal resolution, identifying the method of disposal (e.g., sale, donation, recycling, discard).

##### *3. Methods of Disposal*

- a. Sale – Items may be sold to the public, to another library, or through public or private sale, provided the Library receives a reasonable value.

b. Donation – Items with limited market value may be donated to another not-for-profit organization or governmental entity, with Board approval.

c. Discard/Recycle – Items with no usable value may be discarded or recycled in an environmentally responsible manner.

#### *4. Proceeds*

- Any proceeds from the sale of surplus items shall be deposited in the Library's operating account and used to support library services.

#### *5. Documentation*

- The Library Director shall maintain a written record of all surplus disposals, including board resolutions, estimated value, recipient (if donated), and method of removal.

#### *6. Books and Reading Materials*

- In compliance with Education Law §226 and Commissioner's Regulations, surplus books shall first be offered to not-for-profits or municipalities within the library system before being discarded or sold to the public.

#### *Review:*

This policy shall be reviewed by the Board of Trustees every five years or as needed.

Approved by the Board of Trustees on: Dec. 10, 2025

*Lt. B. A.*

*Debra Lund*

*Teri Kunk*