



Umatilla County Special Library District Surplus Property Disposal Policy

Surplus property is defined as any personal property of the Umatilla County Special Library District that has been determined by the District Manager or designee as being of no use or value to the District.

The Manager or designee may dispose of surplus property as follows:

1. The Manager may dispose of property that is broken or valued at \$500 or less.
2. For property that is in working order and valued at over \$500, the Manager shall submit a request to the Board of Directors for a declaration that certain property is of no further use or value to the District.
3. The Board of Directors shall, by resolution, declare such property "surplus" and authorize the means by which the Manager may dispose of the property, including granting the Manager discretion to dispose of the property in any appropriate manner.
4. The Board of Directors may require the Manager to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- (a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
- (b) Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.
- (c) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.