



9 Church Street
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DISPOSAL AND SALES OF SURPLUS POLICY

Adopted: 6/15/15

The Library Manager may dispose of surplus items in any legal manner. Disposals of items that originally cost more than \$2,000 should be reported to the Board of Trustees. Disposals of items that originally cost more than \$10,000 should be pre-approved by the Board of Trustees.

The Library Manager is authorized to sell surplus items by using an open bid system. The receipts of all such sales should be reported to the Board of Trustees at their next regular meeting as a part of the monthly financial report.

The Library Manager may dispose of donated items in any legal manner. The Library Manager is authorized to sell donated items using either an open bid system for items valued at more than \$500 or a set price system for items valued at less. The sales of items should be reported to the Board of Trustees at their next meeting as a part of the monthly financial report.