

## WAUKESHA PUBLIC LIBRARY

### **POLICY: DISPOSAL OF SURPLUS LIBRARY MATERIALS**

Approved by Library Board: 5/11/17

Number: F-5

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Section 43.58(1), Wis. Stats., provides that the Waukesha Public Library Board of Trustees "shall have exclusive charge, control and custody of all lands, buildings, money or other property..." Additionally, a legal comment by the League of Wisconsin Municipalities opines that library boards have "nearly autonomous powers" with regard to operation and administration of municipal libraries.

The City of Waukesha Common Council has management and control rights over public property as described in section 62.11(5), Wis. Stats. The authority granted in that section, however, is qualified as follows: "Except as elsewhere is the statutes specifically provided, the council shall have management and control of city property..." The authority granted to library boards in sec. 43.58 is such specific provision of authority.

The Library Board has statutory authority to control its materials, lands, buildings, money or other property. Therefore, any choices to donate, sell, or otherwise remove outdated and/or surplus materials and give and/or sell them to certain entities or groups are within its authority to do so.

For purposes of this policy, the Library Board vests authority in the Library Director or his/her designee to manage surplus library materials et al at their discretion when the value of such material does not exceed \$10,000. Any surplus library materials valued higher than \$10,000 must be brought before the Library Board for approval. All matters involving land and buildings must be brought before the Library Board regardless of appraised value.

Any surplus or obsolete property shall be disposed of by the method most advantageous and cost effective to the Library. All such disposals shall be properly accounted for and reported to the Library Board.

Methods of disposal available for items are recommended in accordance with City of Waukesha Financial Policy F-15. These include:

1. Reallocation from one City department to another.
2. Sale through means of highest bid or public auction. On-line auctions open to the public are considered public auctions.
3. Trade-in against replacement equipment.
4. Sale as scrap for salvage value.

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5. Donations.
6. Discard as refuse or trash.

City employees are allowed to bid on items being publicly auctioned. No assets may be sold directly to any City employee unless done so through a public auction. No assets may be sold privately by any City employee.

The term "surplus or obsolete property" when used in this policy means materials, supplies, equipment, property or other goods which in the opinion of the Department Director:

- Have become unsuitable or unnecessary for the department.
- Have no further beneficial usefulness to the Library or any City of Waukesha departments.