



July 22, 2010

Sacramento Public Library Authority

Agenda Item 10.0: Disposition of Surplus Property – Policy Revision and Annual Report FY 2009-10

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

RE: Disposition of Surplus Property – Policy Revision and Annual Report FY 2009-10

RECOMMENDED ACTIONS:

1. **Adopt** the revised Disposition of Surplus Property Policy (Exhibit A).
2. **Direct** the Library Director to develop administrative procedures to implement the Disposition of Surplus Property Policy.
3. **Accept** the Annual Report for Fiscal Year 2009-10 regarding the Disposition of Surplus Property (Attachment A).

BACKGROUND AND REASON FOR RECOMMENDATION

Policy Revision

In September 2005, the Sacramento Public Library Authority Board adopted Resolution #05-31 approving the Disposition of Surplus Personal Property Policy. The policy was created at that time to transition from using the City of Sacramento's process to dispose of assets to managing the dispositions internally.

The current policy authorizes the Library Director to declare Library property to be surplus. It emphasizes donation of surplus books, obsolete computers and furnishings, but also permits the sale of surplus property when deemed appropriate. The current policy does not provide direction on the options for sale and does not recognize the use of well known Internet sales sites to optimize revenue from these sales. The revisions to the policy as proposed by Library staff, as presented in Exhibit A, update the language and options for efficient and equitable disposition of this property. The revised policy includes the use of current technology and focuses on efficient disposition of surplus assets where possible.

The revised policy also recognizes that some surplus items are of minimal value and will not justify the time and effort required to sell. In those cases items will be recycled and any revenue will be returned to the Library. Items that are not recyclable may be disposed of through a regular waste hauler.

Annual Report FY 2009-10

The annual report provides information regarding the assets determined to be surplus and accordingly disposed of during the fiscal year. A summary report is attached (Attachment A), which describes the dispositions that occurred during



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fiscal year 2009-10. A detailed listing of property and equipment surplus is available upon request.

ATTACHMENTS

- Exhibit A: Disposition of Surplus Property Policy
- Attachment A: Disposition of Surplus Property Annual Report – FY 2009-10

Sacramento Public Library Authority



Annual Report 2009-2010 Disposition of Surplus Property

Surplus Property Disposition, 2009-10

Each year the Sacramento Public Library Authority disposes of surplus property. This report summarizes the disposition of each item with a short description and ultimate destination. Most of the items are technology related because the Library uses a four year refresh cycle for this equipment. A few items are tables, chairs, desks and other furnishings that are worn or damaged beyond economical repair.

The surplus furnishings in 2009-10 were donated to two non-profit institutions, the Lavender Library in Sacramento and Quarty Memorial, a children's school in Ghana. The technology equipment was disposed of through a surplus equipment consolidation company, 1st Ewaste Removal and Recycling Service, which uses the spare parts for training and education and raw materials for reuse or recycling. Some components of the equipment are hazardous, so the company disposes of those through approved haz-mat processes. There is no cost for these disposal services.

A complete list of each item disposed of is available upon request, which shows each item, quantity and, where available, serial number and model number. The list includes:

Personal Computers – 284

Computer Monitors – 267

Barcode Scanners – 5

Laptop Computers and Docking Stations – 2

Color Copier – 1

Fax Machines – 3

Laser Printers – 7

3Com Hub – 1

Baynetworks Minihub - 1

Infocus Projector – 1

Epson Receipt Printer – 1

3M Self-checkouts – 5

3M Desensitizers – 3

Cisco Computer network switches – 15

Uninterruptible Power Supply (UPS) – 3

See detailed list for office furnishings and office equipment



Sacramento Public Library

Policy and Procedure Manual

TITLE: <i>Disposition of Surplus Property Policy</i>	POLICY No.
SECTION:	REVISION DATE: 7/22/10
ISSUE DATE: 09/22/05 BOARD ACTION #: 05-31 (IF APPLICABLE)	REVISION #: 1

I. PURPOSE/INTRODUCTION

Surplus property belonging to the Sacramento Public Library Authority shall be disposed of according to the provisions of this policy. Surplus property may include books and other library materials, used and outdated computers, worn and obsolete furnishings, fixtures, and equipment, and other property and/or equipment. No officer or employee of the Sacramento Public Library Authority shall benefit from the donation, sale or disposition of surplus property (except that Library officers and employees may purchase books and other materials at Friends of the Library book sales).

It is the responsibility of the Library Director to ensure this policy is regularly reviewed and kept current as business needs of the Library evolve.

II. POLICY

A. DECLARATION OF SURPLUS PROPERTY

The Library Director or designee shall be authorized to declare Library property to be surplus.

It is the responsibility of the Library Director or designee to select the disposition method to be used for assets or groups of assets, to be selected from the methods described in Section II.B. of this policy.

B. ACCEPTABLE METHODS OF DISPOSITION

1. Donations, in the following order:

- a. Donation to the Sacramento Public Library Foundation or the Friends of the Sacramento Public Library

The Library Director may cause surplus property to be donated to the Sacramento Public Library Foundation or the Friends of the Sacramento Public Library for sale or use in support of the Sacramento Public Library.

b. Donation to Other Libraries, Schools, or Governmental Entities

The Library Director may cause surplus property to be donated to other libraries, schools, or governmental entities. Preference shall be given to libraries, schools and governmental entities within the County of Sacramento, then the Sacramento Region, then the State of California, and then other locations.

c. Donations to Non-Profit, Tax-Exempt Charitable Organizations

The Library Director may cause surplus property to be donated to nonprofit, tax-exempt charitable organizations that agree, in writing, to donate such property in turn to those in need or to retain and use the property for the benefit of those in need.

2. Sale

At the discretion of the Library Director or designee, surplus property may be sold at public auction to the highest bidder, by sealed bid to the highest bidder, or by incidental sale through Internet classified sale sites to any person (including Library officers or employees) or organization willing to pay a fair market price. The surplus property sale proceeds shall be deposited in the Authority's general banking account and will be used for the general purposes of the Library.

3. Recycle/Discard

Surplus items with a value of less than \$100 may be disposed of at a recycling company and the revenue, if any, returned to the Library. Items that are not recyclable may be disposed of through a regular waste hauler.

C. REPORT TO AUTHORITY BOARD

The Library Director shall report annually in writing to the Board on all disposition of surplus property during the previous fiscal year. The report will include a general description of the property, equipment or group of property/equipment and method used for disposal.

D. LOST OR UNCLAIMED PROPERTY

Lost or unclaimed personal property valued at \$100 or more shall be turned over to the law enforcement agency having jurisdiction over the library facility at which the property was found.