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143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ [avonfreelibrary.org](http://avonfreelibrary.org)

## **DISPOSAL AND SALES OF SURPLUS OR DONATED ITEMS POLICY**

The Avon Free Library (“Library”) has established this policy to govern handling of the disposal and sale of surplus or donated items.

### **Surplus Items:**

The Director may dispose of surplus items in any legal manner.

Disposal of items that originally cost more than \$2,000 should be reported to the Board of Trustees (“Board”). Disposal of items that originally cost more than \$10,000 must be pre-approved by the Board.

The Director is authorized to sell surplus items. Sale of surplus items should be pre-approved by the Board of Trustees. The receipts of all such sales should be reported to the Board at their next regular meeting.

### **Donated Items:**

The Director may dispose of donated items in any legal manner.

The Director is authorized to sell donated items. Sale of donated items should be pre-approved by the Board. The receipts of all such sales should be reported to the Board at their next regular meeting.

The Director will work with the Treasurer to ensure the proper recording of any cash receipts from sales and accounting entries for disposal and / or sale.

*Adopted by the Avon Free Library Board of Trustees: October 25, 2021*

*Amended by the Board of Trustees on January 27<sup>th</sup>, 2025*