

## SOUTH HUNTINGTON PUBLIC LIBRARY

### Business Policy Manual

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## 1. ANNUAL AUDIT

The library will retain the services of an independent certified public accountant who will provide service and consultation, review the financial records quarterly, and perform an annual audit in accordance with the requirements of the Office of the State Comptroller of the State of New York. The independent auditor will be appointed each year at the July organizational meeting of the library board of trustees.

A written report, including an opinion on the financial statements, will be prepared by the accountant at the close of the fiscal year. Under normal circumstances, the accountant will attend the September board meeting and present his or her findings.

## 2. TREASURER

The library will retain the services of an independent treasurer who will provide service and consultation, in accordance with the requirements of the New York State Department of Audit and Control. The treasurer will be appointed each year at the July organizational meeting of the library board of trustees.

## 3. PAYMENT OF BILLS

The fiscal year of the library shall run from July 1 through and including June 30.

Bills incurred by the library shall be presented to the board of trustees at each regular board meeting in a manner prescribed by the board of trustees and reviewed and approved by a board motion. The bills are approved by the director and an outside treasurer monthly. The president and treasurer co-sign the checks used for payment.

Pre-payment of payroll and employment tax bills are paid from a separate payroll account and are direct deposited into employee accounts. A report of the bi-weekly payroll is reviewed by the director, the outside treasurer and the board of trustees at the regularly scheduled board meeting.

The pre-payment of other bills (such as utilities, stamps, personnel benefits and those that carry a significant penalty for late payment) will be co-signed by the president of the board and the treasurer. A report of any such payments will be made to the board of trustees at the next regularly scheduled board meeting.

#### 4. CREDIT CARDS

The Board of Trustees of the South Huntington Public Library has approved the establishment of corporate credit accounts.

Staff members, as designated by the library director and assistant director, will be permitted to use the corporate credit cards with the understanding that they are to be used for library purchases only. At no time are these cards to be used for personal purchases.

Without exception, employees must obtain receipts from vendors for all purchases made using their assigned library credit card, and these receipts must be submitted to the business office. The library reserves the right to request that the employee obtain a copy of any receipt that has not been submitted but appears on the monthly statement. If the employee cannot provide the receipt, the employee may be held personally liable for the expense.

Any misuse of the library's corporate credit cards, or delinquency in providing receipts for purchases, will result in the cancellation of the employee's corporate credit card, and the employee will be required to reimburse the library for purchases made. Additionally, the employee may be subject to disciplinary and/or legal action.

#### 5. PETTY CASH PROCEDURE

The balance for the petty cash fund will be set at the annual organizational meeting (July board meeting). Petty cash disbursements are made throughout the month, and a monthly check will be issued to replenish the account. The check requisition form, along with receipts for the expenditures, will be reviewed by the business manager and the director prior to issuance of the check.

#### 6. INVESTMENT POLICY

- SCOPE

This investment policy will apply to all moneys and other financial resources available for deposit and investment by the South Huntington Public Library on its own behalf or on behalf of any other entity or individual.

- OBJECTIVES

The primary objectives of the South Huntington Public Library's investment activities are, in priority order:

- To conform with all applicable federal, state and other legal requirements (legal);

- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity);
- To obtain a reasonable rate of return (yield).

- PRUDENCE

All participants in the investment process will seek to act responsibly as custodians of the public trust and will avoid any transaction that might impair public confidence in the South Huntington Public Library.

Investments will be made wisely and carefully, using good judgment and skill, based on the current situation, similar to how knowledgeable and careful people in the same role would do. Decisions will be made not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

- DIVERSIFICATION

It is the policy of the South Huntington Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The board of trustees will establish appropriate limits for investments that can be made with each financial institution or dealer and will evaluate this listing annually.

- INTERNAL CONTROLS

It is the policy of the South Huntington Public Library for all moneys collected by any officer or employee of the library to be transferred to the business manager for deposit within five days of receipt, or within the time specified in law, whichever is shorter.

The library director and/or business manager will be responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization, recorded properly, and managed in compliance with applicable laws and regulations.

- DESIGNATION OF DEPOSITORYES

The director, or his/her/their designee, is authorized to deposit all available library funds in the short-term account that he/she feels best meets the library's current financial needs.

The director will report the deposit of all library funds to the board of trustees in the monthly financial report.

The board of trustees expects that the director, or his/her/their designee, will deposit all available library funds into authorized accounts in a timely manner.

As part of the annual reorganization in July, the board will approve the bank depositories and the maximum amounts to be deposited at each such depository.

- SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") approved by the board of trustees and made on behalf of the South Huntington Public Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, will be secured by:

- A pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, that is at least equal to the aggregate amount of deposits on behalf of the South Huntington Public Library; (See below "Appendix A: Schedule of Eligible Securities" of this policy for a listing) or:
- An "eligible letter of credit," payable to the South Huntington Public Library, as security for 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" will be an irrevocable letter of credit issued in favor of the South Huntington Public Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or in the case of a bank that is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest categories by a least one nationally recognized statistical rating organization or one that follows applicable federal minimum risk-based capital requirements; or:

- An “eligible surety bond,” payable to the South Huntington Public Library, for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The board of trustees will approve the terms and conditions of the surety bond.

Appendix A  
Schedule of Eligible Securities

- 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance guaranty.
- 3) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- 4) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 5) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 6) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.
- 7) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- 8) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- 9) Commercial paper and bankers’ acceptances issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the day they are pledged.
- 10) Zero coupon obligations of the United States government marketed as “Treasury strips”.

- SAFEKEEPING AND COLLATERALIZATION

Eligible securities, not including those included in a Deposit Placement Program, used for collateralizing deposits made on behalf of the South Huntington Public Library will be held by a depository approved by the board of trustees and subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure South Huntington Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It will also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the criteria that will enable the South Huntington Public Library to exercise its rights against the pledged securities.

If the securities are not registered or inscribed in the name of the South Huntington Public Library, such securities will be delivered in a form suitable for transfer or with an assignment in the bank to the South Huntington Public Library or its custodial bank.

The custodial agreement will provide that pledged securities will be held by the bank or trust company, as agent of and custodian for the South Huntington Public Library; will be kept separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement will also describe how the custodian will confirm the receipt, substitution or release of the collateral, and it will provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreements will include all provisions necessary to provide the South Huntington Public Library a perfect interest in the securities.

- PERMITTED INVESTMENTS

As provided by General Municipal Law, §11, the South Huntington Public Library will authorize the library director and/or the business manager to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;

- Obligations issued pursuant to Local Finance Law §24.00 or 25.00 (i.e., Tax Anticipation Notice or Revenue Anticipation Notes) (with approval of the State Comptroller) by any municipality, school district or district corporation in the State of New York other than the South Huntington Public Library.

All investment obligations shall be payable or redeemable at the option of the South Huntington Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, will be payable or redeemable at the option of the South Huntington Public Library within two years of the date of purchase. Time deposit accounts and certificates of deposit will be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and will be secured as provided in Sections VII and VIII herein.

- AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the South Huntington Public Library transacts business shall be creditworthy and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the South Huntington Public Library. The director and/or business manager will evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) will be obtained for proposed banks. Security dealers that are not affiliated with a bank will be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The South Huntington Public Library will maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

- PURCHASE OF INVESTMENTS

The library director and/or business manager will be authorized to contract for the purchase of investments:

- Directly from an authorized trading partner.
- By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.



○ COURIER SERVICE

The director and/or business manager may, subject to the approval of the board of trustees by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service will be required to obtain a surety bond for the full amount entrusted to the courier, payable to the South Huntington Public Library, and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The South Huntington Public Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the South Huntington Public Library in transporting items for deposit through a courier service. Any such reimbursement agreement will apply only to a specified deposit transaction and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the banking department or other federal or state authority.

○ ANNUAL REVIEW AND AMENDMENTS

The board of trustees will review this investment policy annually and have the power to amend this policy at any time.

7. THIRD PARTY CUSTODIAL AGEEMENTS  
(Held in Business Office)

8. BUDGET PROCESS

The director will prepare the first draft of a proposed budget for discussion at the December board meeting. A second discussion on the budget will take place at the January board meeting. The final discussion will take place at the February meeting, when the final proposed budget will be adopted by the board for presentation to the public. Typically, the date of the vote is on a Tuesday in the first or second week of the month of April. If practical, the South Huntington Public Library's budget vote day will coincide with the voting dates of neighboring libraries.

## 9. FUND BALANCE POLICY

In accordance with GASB 54, the Unassigned General Fund Balance will only be appropriated by formal action of the South Huntington Public Library Board of Trustees. Amendments or modifications to all allocations of fund balances must also be approved by formal action of the South Huntington Public Library Board of Trustees.

A portion of the library's Unassigned General Fund Balance will be maintained as such to provide the library with sufficient working capital and a margin of safety to address emergencies without borrowing. The library will strive to maintain a yearly fund balance in the general operating fund in which the total unassigned fund balance is 25 percent of the projected expenditures for the ensuing budget year (which equals three months of the total operating expenditures).

When it is appropriate for fund balance to be classified as *assigned*, the library board will delegate authority to the director.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended will be as follows: *restricted fund balance*, followed by *committed fund balance*, *assigned fund balance*, and lastly, *unassigned fund balance*.

## 10. INSURANCE

The library will maintain a commercial insurance package for the building, contents and liability and a separate automobile policy.

## 11. BUILDING AND CONTENTS APPRAISAL

For insurance protection purposes, a complete inventory will be conducted annually and appraisal of the library building and contents will be undertaken every seven years.

## 12. PURCHASING POLICIES AND PROCEDURES

All purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law. Every prospective purchase of goods/services must be initially reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

Except as otherwise provided by law (paragraphs 3a and 3b), all public works contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to competitive bidding.

- Rejection of a Low Bidder based upon an initial determination that the Low Bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify him/her and providing the Low Bidder an opportunity to be heard by the Board or its designee on the issue of his/her/their qualifications.

For public works and purchase contracts which fall below the competitive bidding thresholds stated in paragraph "2," the following conditions may apply:

- The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under New York State, Suffolk County, Town of Huntington, or Suffolk Cooperative Library System contracts and surplus and secondhand purchases from another government entity.
- General Municipal Law 103, Subdivision 16, permits political subdivisions "to make purchases ... or to contract for services ... through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein...." Such a piggyback contract may be used if it has been "let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities."
- The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract or contract number indicating the source that makes the item or service exempt, a memo from the purchase detailing the circumstance that led to an emergency purchase or any other written documentation that is appropriate.
- All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
- Any questions regarding the applicability of any of these exceptions should be referred to Library Counsel.

- The following method of purchase will be used when required by this policy to achieve the highest savings.

**Estimated Amount /Purchase Contract**

**Method**

\$0 to \$500	No quotes required
\$501 to \$750	Two written quotes
\$751 to \$2,000	Written request for the goods and written quotes from 2 vendors
\$2,001 to \$20,000	Written request (RFP) and written quotes from 3 vendors

**Estimated Amount /Public Works Contract**

**Method**

\$0 to \$1,000	No quotes required
\$1,001 to \$3,000	Two written quotes
\$3,001 to \$10,000	Written RFP and written proposals from 2 contractors
\$10,001 to \$35,000	Written RFP and written proposals from 3 contractors

- Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/email/oral quotes have been requested and the written/email/oral quotes offered.
- A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.
- All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
- Whenever possible, the library shall purchase items made from recycled materials (i.e. manufactured from secondary materials) if the recycled products meet contract specifications and the price of such products is

reasonably competitive, as specified in Section 104A, General Municipal Law.

Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. If a vendor/contractor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

- For purchase contracts in excess of \$20,000 and where it is deemed in the best interests of the library, the 'best value' analysis may be used as permitted by New York State Finance Law §163. Best Value is defined as "the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small business, certified minority- or women-owned business enterprises as defined in Executive Law §310(1), (7), (15), (2) or disabled-veteran-owned business enterprises as defined in Executive Law 369-h(1) to be used in evaluation of offers for awarding of contracts for services."
- Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
  - Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;
  - Vendor's or contractor's terms for payment are disadvantageous to the library, e.g. full payment before commencement of work or delivery of goods;
  - Vendor cannot fully comply with the specifications for goods or services as set forth by the library;
  - Vendor's warrant for goods or services is deemed inadequate by the library;
  - Vendor's post-purchase support services are deemed inadequate by the library.
- Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
  - Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training,

judgment, integrity and moral worth. In determining whether a service shall fit into this category, the board of trustees will take into consideration the following guidelines:

- Whether the services are subject to state licensing or testing requirements;
- Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services will include but not be limited to the following: services of any attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of library property or individuals. This section does not preclude alternate proposals if time permits.
- Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- Goods under \$500 and public works contracts for less than \$1,000. The time and documentation required to purchase through this policy may be costlier than the item itself and, therefore, not in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. When making a sole source determination, the purchaser should document among other things the

unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

- Library Programs and Bus Trips. If it is determined that a service/program/bus trip can only be provided by a 'sole source supplier' or it is not possible to obtain the required number of quotes, this must be documented. Most library programs are unique and the presenter will be considered as a sole source or providing professional services. Whenever possible, library program planners that contract with outside vendors (programmers or bus trip companies) should provide an RFP if the dollar amount reaches the threshold required by the Estimated Amount for a Purchase Contract (see 4.a.).

The employees responsible for purchasing are the library director, the assistant library director, and the business manager. As per New York State General Municipal Law, the library employees and titles responsible for purchasing will be appointed at the annual reorganization meeting.

- E-Bids
  - New York State law authorizes local governments to receive electronic bids in connection with purchase contracts. The bid advertisement must designate how the electronic bid will be received (such as designating a website or email address where the bid should be sent). The submission of bids in electronic format may not be required as the sole method for the submission of bids and paper bids must still be accepted. All other minimum requirements of the competitive bidding process remain the same.
  - However electronic bids are received, they must comply with Article 3 of the New York State Technology Law (the "Electronic Signatures and Records Act"). At a minimum, an electronic bid must document the time and date of the receipt, authenticate the identity of the sender, ensure the security of the information transmitted and ensure the confidentiality of the bid until the time and date established for the opening of bids.

No purchase of goods or services shall be made from any vendor in which elected officials of the library, (i.e., the board of trustees) or library administrators (i.e., library director or assistant library director), hold a full or partial interest.

This policy shall be reviewed annually. The director, in consultation with the business manager, shall be responsible for conducting an annual evaluation of the effectiveness of the Procurement Policy and its procedures and an evaluation

of the control procedures established to ensure compliance with the policy, and shall be responsible for reporting back to the board of trustees.

Unintentional Failure to Comply. The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the library or any officer or employee thereof.

### 13. CONSULTANTS

Authorization to retain a consultant will be approved by the library board of trustees. Retainers will be set at the July organizational meeting. The trustees will set the annual retainer for the music coordinator and the art curator. Other appointments will include legal counsel, treasurer, and the library's accountant. The board of trustees may, at its discretion, approve the hiring of consultants to fulfill the requirements of library policies and/or to enhance the operation of the library.

### 14. GIFTS AND DONATIONS

The South Huntington Public Library accepts gifts and donations from the public with the understanding that any gifts or donations become the property of the library. At the sole discretion of the library, the gifts for donations may be stored, used, discarded, or sold.

Gifts exceeding \$100 may be accepted or rejected at the discretion of the library director or the board of trustees. However, the library will assign no monetary value to the gift. Gifts exceeding \$100 in value will be accepted upon the receipt of a form signed by the donor agreeing to the library's terms and conditions for gifts.

### 15. SURPLUS ITEMS

- Definition: Surplus Property is any item owned by the library that is no longer needed for the provision of library services.
- Declaring Property Surplus:
  - Only property having more than nominal monetary value need be declared surplus. Obsolete or broken property without any useful value may be disposed of, at the discretion of the director, without notice or approval from the board of trustees.
  - The director is authorized to declare as surplus, library property having an estimated unit value less than \$1,000.
  - The board of trustees is authorized to declare as surplus, library property having an estimated unit value of \$1,000, or greater.
- Disposal and Sale of Surplus Property:
  - For property with an estimated unit value of less than \$1,000, the director is authorized to sell such property as deemed to be in the best interest of the



- library, including through a fixed price system, a closed bidding system, or otherwise.
- For property with an estimated unit value of \$1,000 or greater, after authorization from the board is obtained to dispose of such property, the director shall sell such property by advertising for sealed bids through a posting in the library building, and advertised in the paper of record if time permits. If no such sealed bid is deemed reasonable, the director is authorized to sell the property by a method that will most effectively and efficiently provide the library with the greatest monetary return, in which case, the library's efforts shall be documented and retained.
  - The disposal of library property yielding more than \$200 shall be reported to the board as part of the monthly financial report.
  - Prior to the discarding of used or surplus books or other such reading materials the library shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library district or offer to sell such books or materials to the public. Nothing in this subsection shall preclude the library from offering to donate such books or materials to a non-profit corporation or political subdivision outside the geographic area of the library district. The library shall retain any proceeds received from the sale of such books and materials for maintaining and improving library service (Ed. L. §260(12)).

## 16. RECORDS RETENTION AND DISPOSITION

The board of trustees of the South Huntington Public Library has adopted the New York State Retention and Disposition Schedule for New York Local Government Records (LGS-1), which supersedes and replaces the existing schedule MI-1.

In accordance with Article 57-A:

- Only those records will be disposed of that are described in the *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.