

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 50-20-70**

**SECTION: Administrative Services**

**SUBJECT: DISPOSAL AND TRANSFER OF LIBRARY REAL PROPERTY**

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**SUMMARY**

This document describes the Library Board's policy for the transfer and disposition of real property owned by the Library in the name of the "Board of Directors of the Johnson County Library."

**Effective Date:**

December 8, 2022

Reviewed:

July 10, 2025

**POLICY**

a. Pursuant to K.S.A. 12-1223(b), the Library Board must approve the conveyance of real property, together with any improvements on the real property, owned by the Library, subject to the ratification of the Board of County Commissioners of Johnson County, Kansas, utilizing any method of sale permitted by law, which is considered to be efficient and economical under the circumstances and is beneficial to the Library, in accordance with the following guidelines.

**PUBLIC SALE**

b. Unless otherwise expressly authorized by the Library Board, real property that has marketable value and is approved for disposal first shall be offered through a public sale process.

**CONDUCTING THE SALE**

c. The sale of Library real property shall be conducted using any professionally acceptable method that is considered efficient and economical under the circumstances, and which may include but is not limited to live auction, negotiated sale, sealed bid, fixed price, negotiated bid, or any other method deemed beneficial to the Library or prescribed by statute. The Board reserves the right to reject any and all bids, for whatever reason, and to decline any offer for purchase or to refuse to complete any sale transaction when it is not in the best interests of the Library or the Johnson County Library taxing district taxpayers. If the Board rejects all bids or if no bids are received or if the sale is not completed for any reason, the Board may offer the property for sale at another sale or may proceed to sell or dispose of that surplus real property in a manner deemed prudent by the Board, including but not limited to private sale.

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d. The County Librarian is authorized to take necessary action to administer this policy, according to applicable legal requirements, and to consummate any sale transaction following Library Board approval.

**July 10, 2025**

**ARM 50-20-70 End**