

## **Policy for the Sale or Disposal of Surplus Library Property**

In all cases, Fondulac District Library shall dispose of real and personal property in accordance with the 75 ILCS 16/30-55.32, Sale or disposition of property.

Under the Public Library District Act of 1991 [75 ICLS 16/], the Library Board of Trustees can declare Library property surplus and manage its disposal. Surplus property refers to any Library-owned real or personal property no longer necessary, useful, or required for Library purposes or services.

Only items with monetary value need to be declared surplus. Obsolete or broken items with no useful value can be disposed of without notice as determined by the Library Director. The Library Director is authorized to declare individual items with a fair market value under \$1,000 per unit as surplus. Individual items valued at \$1,000 or more per unit must be declared surplus by the Library Board.

Surplus library personal property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded or sold at the discretion of the Director. Alternatively, they may be donated to local philanthropic, educational, cultural, governmental, or other non-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in towards the purchase of new equipment, sold, or donated to local philanthropic, educational, cultural, governmental, or other non-profit organizations.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Library Director may authorize a trade-in of such items on new equipment or may donate such items to local philanthropic, educational, cultural, governmental, or other non-profit organizations. The Board of Trustees will approve the terms and conditions of the sale of individual surplus items having current value of more than \$100 but less than \$1,000.
4. No favoritism shall be shown to members of the Board of Trustees or members of their immediate families who make bids on or purchase any library property declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted at the library and on the library's website.
6. Any personal property having a unit value of more than \$2,500 may be sold after notice of its availability, its location, and the date and terms of the proposed sale has been published in one or more newspapers published within the Library District, once each week for two (2) successive weeks. If no newspaper is published within the district, then at least once in a newspaper of general circulation in the district and published in the county that contains all or the larger portion of the district. On the day of the sale, the Library Director may sell the personal property for a price determined by the Board, to the highest bidder, or may reject such bids and re-advertise the sale.

7. Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act. The Library Director has authority to determine the terms and conditions of a donation or sale of personal property valued at less than \$1,000 to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act. The Board will approve the terms and conditions of a donation or sale of personal property valued at \$1,000 or more to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act.

Approved: October 28, 2024