

Disposal of Surplus Property Policy

Purpose

The Towanda District Library Board of Trustees has the authority, pursuant to the Illinois Local Library Act, to declare library property as surplus and provide for its disposal. Surplus property is any property owned by the library that is no longer needed for the provision of library services. The method of disposal shall be one that efficiently and effectively provides the library with the greatest net monetary return. This Policy sets the guidelines for disposal.

Disposal and Sale of Surplus Property

The Towanda District Library will comply with the sale or disposition of property provisions set forth in Section 75 ILCS 16/30-55.32 of the Public Library District Act of 1991. Library property (i.e., print and non-print materials, equipment, supplies, and/or any property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. The Library Director shall seek approval of the Board of Library Trustees to dispose any property having a current unit value of \$250 or more and shall act in accordance with the provisions of the Illinois Library Act.
2. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Library Trustees, given to local philanthropic, educational, culturally, government, or other non-for-profit organizations.
3. Any other property having an individual current value of less than \$250 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
4. In case of individual surplus items having current value of more than \$250 but less than \$1,000, the Board may authorize it to be displayed at the Library, and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
5. At the discretion of the Board of Trustees, personal property of any value may be donated or sold to any tax-supported library or any other library system operating under the provisions of the Illinois Library act.
6. In all other cases, the Board of Trustees shall publish notice of the availability and location of the property, the date and terms of proposed sale, giving such notice once each week for two successive weeks. On the day of the sale, the

Board of Trustees shall proceed with the sale and may sell property for a price determined by the Board of Trustees, or, to the highest bidder. Where the Board of Trustees deems the bids inadequate, it may reject such bids and re-advertise the sale.

7. 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 item declared surplus.