

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### SALE OR DISPOSITION OF SURPLUS LIBRARY PROPERTY

The Board of Library Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes and according to the following procedures:

#### PROCEDURES

1. Print and non-print materials: The Library Director is authorized to maintain an ongoing used sale at the Library ("book sale") of materials from the collection which are determined by professional staff to no longer be relevant to the collection. These items will be donated to the Friends of the Library, a tax exempt, non-profit organization for re-sale.
2. The Library Director is authorized to sell or dispose of any library materials, furniture and equipment (personal property) of \$1000.00 or less that is no longer of use to the library.
3. The Board of Library Trustees may authorize public sale of personal property valued at more than \$1,000 but less than \$2,500. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of proposed sale shall be posted.
4. In all cases not governed by Subsections 1 through 3 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving the notice once each week for two successive weeks. The notice shall be published in one or more newspapers published within the WCPLD or, if there is no such newspaper, then in a newspaper of general circulation in the District and published in DuPage County. On the date of the sale, the Board shall proceed with the sale and may sell the property for a price determined by the Board or to the highest bidder. Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale.
5. If the Board determines that any building or buildings received from a municipality due to the conversion of a tax-supported public library to a public library district under this Act or a prior law are no longer necessary or useful for Library purposes, disposition of such property shall be as provided by statute.
6. With regard to any bid placed for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities.
7. The foregoing paragraphs 1 through 6 shall be construed and carried forth consistent with the provisions of the Public Library District Act of 1991(75 ILCS 16/). In the event of any conflict between the statute and this Policy, the statute shall control.

| Approved by Board of Library Trustees: March 24, 1997

Approved by Board of Library Trustees: August 22, 2005

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