



# Sale or Disposal of Library Property

## Sale or Disposal of Library Property

If Aurora Public Library District real or personal property is determined to be no longer necessary or useful for library purposes, it shall be either sold or disposed of pursuant to [75 ILCS 16/30-55.32](#).

Library staff shall strive to sell all surplus library district property at fair market value. If it is not economically prudent to sell the property, or if no willing buyer is found, the property may be disposed of as determined by the board or the Executive Director.

Neither library district trustees nor employees nor their families shall be given or sold library district property unless said property is sold through a competitive bid process. Employees involved in the competitive bid process are prohibited from submitting a bid. Library district trustees and employees are not allowed to participate in the negotiated sale of any property.

The Executive Director or designee is authorized to sell or dispose of materials obtained through either purchase or donation which they determine is no longer useful or appropriate for inclusion in the library district's collection.

## Process for Sale or Disposal of Personal Property

For property with a fair market value of less than \$1,000, the Executive Director or designee may dispose or sell such property as they deem to be in the library district's best interest.

For property with a fair market value of \$1,000 to \$2,499, the Executive Director or designee shall attempt to sell the property through a competitive bid process by posting notice of the sale. The Executive Director or designee may use other means of obtaining the best price such as advertising in the local newspaper or on-line auction houses, e.g., eBay or craigslist.

For property with a fair market value of \$2,500 or more, the Executive Director or designee shall sell such property through a competitive bid process pursuant to [75 ILCS 16/30-55.32](#).

The Executive Director may ask the Library Board to authorize the trade-in of equipment or vehicles when similar property is being purchased.

### **Process for Sale of Real Estate**

Any real estate acquired from the City of Aurora via conversion of the City Library to a Library District will be sold through a competitive bid process subject to compliance with [75 ILCS 16/30-55.32 \(b\)](#).

Approved by the Aurora Public Library District Board of Library Trustees, January 24, 2024.