



## **SALE OR DISPOSAL OF SURPLUS PROPERTY POLICY (#122)**

### **Purpose**

The Warrenville Public Library District Board of Trustees (the Board) has the authority, pursuant to the Illinois Local Library District Act of 1991 (75 ILCS 16/1 et seq.) (the "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. This Policy sets the guidelines for disposal.

### **Declaring Property as Surplus**

When the Board has determined to sell or otherwise dispose of real estate or personal property that it deems no longer necessary or useful for Library purposes, the Board shall declare a surplus and the property may be sold or disposed pursuant to Section 16/30-55.32 of the Act and as otherwise set forth in this policy.

### **Disposal and Sale of Surplus Property**

- A. 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 under terms or conditions determined by the board.
- B. Real estate property or personal property with a unit value of more than \$2,500.00 shall be disposed of as follows:

The Board shall publish notice of the availability and location of the real estate or personal property and the date and terms of the proposed sale, giving the notice once each week for 2 successive weeks. The notice shall be published in one or more newspapers published within the Library District or, if there is no such newspaper, then at least once in a newspaper of general circulation in the Library District and published in the county that contains all or the larger portion of the district. On the day 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.

- C. Property with an estimated unit value of more than \$1,000 but less than \$2,500 may, after authorization by the Library Board, shall be disposed of as follows:
  - i. A notice shall be published of the availability, location of the property, and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks in one or more newspapers published within the city, or at least once in a newspaper of general circulation in the city.

- ii. On the day of the sale, the Board may sell such property for a price determined or to the highest bidder.
- iii. Where the Board deems the bids inadequate, it may reject such bids and re-advertise the sale.

D. The Executive Director has discretion to dispose of personal property that the Executive Director deems to have an estimated unit value less than \$1,000.

**No Favoritism**

In no case shall members of the Board of Trustees, any Library staff member or members of their immediate families purchase any library item declared surplus except through public bidding. The Library Board may waive this requirement for items the Executive Director determines to have a unit value of less than \$1,000.

**Approved:** 3/18/2026