

## *SURPLUS MATERIAL DISPOSAL POLICY*

Geneva Public Library District (GPLD) 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 personal 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 personal 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 may be discarded, sold, or donated to local philanthropic, educational, cultural, government, not-for-profit organizations, or other organizations that redistribute and/or recycle used books and library materials or may be given to Friends of the Library to be discarded, sold, or donated to local philanthropic, educational, cultural, government, not-for-profit organizations, or other organizations that redistribute and/or recycle used books and library materials.
3. Any other personal 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, made available for sale, or given to a local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
4. Personal property having an individual current value of more than \$250 but less than \$1,000, may 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 real or personal 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.

Rev. 02/27/2020