

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2035***

#### ***Disposal of Surplus Library Materials/Personal Property***

Adopted: July 12, 2005

Reviewed/Revised: October 18, 2011; September 17, 2013; July 15, 2014; August 15, 2017

Pursuant to statute [75 ILCS 16/30-55.32], personal property of the Warren-Newport Public Library District (e.g., print and non-print materials, equipment, or supplies) deemed to be no longer necessary or useful for library purposes may be disposed of as follows:

- Personal property of any value may be donated or sold to any other tax-supported library or to any Library System.
- Books and non-print materials may be given to the Friends of the Library.
- Other items of personal property having a current market value per item of less than or equal to one thousand dollars (\$1,000) or less may, at the discretion of the Executive Director, be: a) discarded; b) traded in on new equipment; c) sold; or d) given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
- Items having a current market value per item of more than one thousand dollars (\$1,000) but less than or equal to two thousand five hundred dollars (\$2,500) may be displayed at the Library, and a public notice including the availability and the date and terms of the proposed sale shall be posted.
- Motor vehicles may be traded in for their fair market value.
- In all other cases, personal property shall be sold in accordance with applicable statutes.

No preferential treatment shall be given to Library Trustees, the Executive Director, Library Staff, or members of their immediate families.

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