

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 2035

Disposal or Sale of Library Property

Adopted: July 12, 2005

Reviewed/Revised: October 18, 2011; September 17, 2013; July 15, 2014; August 15, 2017;
March 19, 2019*; October 25, 2022; May 20, 2025

*Title changed from Disposal of Surplus Library Materials/Personal Property

Pursuant to statute [75 ILCS 16/30-55.32], real or personal property of the Warren-Newport Public Library District which is deemed to be no longer necessary or useful for library purposes may be disposed of or sold as follows:

- Books and non-print materials may be given to the Friends of the Library.
- Motor vehicles may be traded in for their fair market value.
- Prior to donation or sale, works in the WNPLD Art Collection will be evaluated for removal from the collection using the Criteria for Art Acquisition found in Article 2 of Policy 3057 Art Collection.
- Personal property of any value may be donated or sold to any other tax-supported library or to any Library System.
- 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 discarded, sold, traded in on new equipment, or 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.
- In all other cases, personal property shall be sold in accordance with applicable statutes.

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