

Algonquin Area Public Library District

McHenry and Kane Counties, Illinois

Board of Trustees

Policy 2035

Disposal of Surplus Library Materials/ Property

Adopted: January 23, 2019

Reviewed/Revised: January 26, 2022

The Algonquin Area Public Library Board of Trustees has the authority, pursuant to the Illinois Local Library Act, to declare library property as surplus and provide for its disposal. Library property of the Algonquin Area Public Library District (e.g., print and non-print materials, equipment, or supplies), which in the judgment of the Executive Director is no longer necessary or useful for library purposes, may be disposed of as follows:

- Property that is obsolete or broken and has no useful value may be discarded without notice.
- Library property of any value may be donated or sold to any other tax-supported library or to any Library System, subject to Board approval if the value exceeds \$1,000.00.
- Print and non-print materials may be given to the Friends of the Library or any other organization as approved by the Executive Director.
- Other items of library property having a current market value per item of less than or equal to \$,1000.00 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 \$1,000.00 but less than or equal to \$2,500.00 shall 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, library 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.