



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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westmontlibrary.org

Providing the community with the keys to lifelong learning.

Disposal of Surplus Property Policy

Purpose

The Westmont 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. 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

Only property having a monetary value needs to be declared as surplus. Property that is obsolete or broken and has no useful value may be disposed of without notice. The Director is authorized to declare as surplus, Library property that has a unit value estimated to be less than \$1,000. The Library Board is authorized to declare as surplus, Library property with an estimated unit value of \$1,000 or more.

Disposal and Sale of Surplus Property

Property that the Library Director deems to have an estimated unit value less than \$1,000 may be disposed of by staff. The method of disposal shall be one that efficiently and effectively provides the Library with the greatest net monetary return.

Property of any value may be donated or be sold to any other tax-supported Library or to any Library system operating under the provisions of the Illinois Library System Act subject to Board approval if the value exceeds \$1,000.

When the Library Board has determined to sell or otherwise dispose of property with an estimated value of more than \$1,000 that it deems no longer necessary or useful for Library purposes, the "corporate authority" shall have the first right to purchase such property by meeting bids acceptable to the Library Board. The Westmont Public Library's corporate authority is the Village of Westmont.

Property with an estimated unit value of more than \$1,000 but less than \$2,500 will, after declaration by the Library Board, be displayed at the Library and a public notice of its availability and the date and terms of the sale shall be posted. If no reasonable offers are received, items shall be disposed of by method that will efficiently and effectively provide the Library with the greatest net monetary return.

For the sale of property with an estimated unit value of more than \$2,500, the Library shall publish notice 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. Such notice shall be published in one or more newspapers in general circulation within the Village of Westmont. On the day of the sale, the Library Board may sell such property for a price determined or to the highest bidder. Where the Library Board deems the bids inadequate, it may reject such bids and re-advertise the sale.

No favoritism shall be shown to members of the Library Board or members of their immediate families, or current employees, who make bids on or purchase any Library item declared surplus, and no such persons shall participate in the sale unless through public sale or sealed bids. The Library Board may waive this requirement.