



GLENCOE PUBLIC LIBRARY

SALE OR DISPOSAL OF PROPERTY POLICY

Property/Equipment

Pursuant to the Illinois Local Library Act (75 ILCS 5/4-16), when the Board of Trustees of the Glencoe Public Library (Board) has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, such may be sold or disposed of at a public sale, but the corporate authorities (in this case, the Village of Glencoe) shall have the first right to purchase such property for public or corporate purposes by meeting bids acceptable to the Board.

1. Personal 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 under such terms or conditions as the Board may determine.
2. Personal property having a unit value of \$1,000.00 or less may be disposed of as determined by the Executive Director in accordance with this policy.
3. Personal property having a unit value of more than \$1,000.00 but less than \$2,500.00 may be displayed at the Library, and a public notice of its availability, the date and the terms of the proposed sale shall be posted.
4. In all other cases, the Board shall publish notice of the availability and location of the personal property and the date and terms of the proposed sale, giving such notice once each week for two successive weeks. Such notice shall be published in one or more newspapers published within the village or township, or, if there is no such newspaper, then at least once in a newspaper of general circulation in the village or township.

On the day of the sale conducted pursuant to the provisions of this section the Board shall proceed with the sale and may sell such property for a price determined by the Board, or to the highest bidder. Where the Board deems bids inadequate, it may reject such bids and re-advertise the sale.

To the extent consistent with the Illinois Local Library Act and this policy, the Executive Director may negotiate the sale of library property subject to this policy.

Property that is broken, damaged beyond repair, or deemed to not be of value may be disposed of as regular waste.

Neither Board members, employees, Friends of the Library, or their respective family members, shall be given or sold library property except through an open and competitive sales process, the reasonable dollar value of the property notwithstanding. No favoritism shall be shown to Board members, employees, Friends of the Library, or their respective families, who make bids on library property offered for sale pursuant to this policy.

Employees directly involved in administering the competitive sales process, as well as their family members, shall be prohibited from submitting a bid.

Materials in Circulation

The Executive Director is authorized to sell or dispose of purchased or donated library materials (print and non-print) when the materials are determined to be no longer useful or appropriate for inclusion in the Library’s collection. It is not necessary for the Executive Director to bring the list of materials to be sold or disposed of to the Board for approval.

Adopted	October 21, 2015
Reviewed	
Revised	June 19, 2018; March 17, 2021; March 20, 2024