

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Adopted March 14, 2024

The term “surplus or obsolete property” when used in this policy means materials, supplies, equipment, or other goods which in the opinion of the Library Director:

- Have become unsuitable or unnecessary for the department; and
- have no further beneficial usefulness to the Library

The Library Board has statutory authority to control its materials, lands, buildings, money, or other property. Therefore, any choices to donate, sell, or otherwise remove outdated and/or surplus materials and give and/or sell them to certain entities or groups are within its authority to do so.

For purposes of this policy, the Library Board vests authority in the Library Director, or his/her designee, to manage surplus library materials at their discretion when the value of such material does not exceed \$5,000. Any surplus materials valued higher than \$5,000 must be brought before the Library Board for approval. All matters involving land and buildings must be brought before the Library Board regardless of appraised value.

Any surplus or obsolete property shall be disposed of by the method most advantageous and cost effective to the Library.

Methods of disposal available for items include:

- Reallocation from the library to another Village department.
- Sale through means of highest bid or public auction. On-line auctions open to the public are considered public auctions.
- Trade-in against replacement equipment.
- Sale as scrap for salvage value.
- Donations. Places of donation may include, but are not limited to: Friends of the Osceola Library, other IFLS libraries, the Osceola School District, and other area non-profits.
- Discard as recycling, refuse, or trash.

Village employees are allowed to bid on items being publicly auctioned. No assets may be sold directly to any Village employee unless done so through a public auction. No assets may be sold privately by any Village employee.

END OF POLICY