



806 1st Avenue
Silvis, Illinois 61282
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Surplus Property Policy

STATEMENT OF PURPOSE

Surplus property, which in judgment of the Library Director and involved staff members, as agents of the Board, is deemed no longer necessary or useful for Library purposes, may be disposed of in the following manner:

- Surplus property of any value may be donated or sold to other tax supported libraries or organizations or library partners as the Director, as agent of the board, may determine.
- Books and materials from the Library's collections may be donated or sold by the Friends of the Silvis Public Library, given to other charitable organizations, sold to the Baker & Taylor "Sustainable Shelves" program, or discarded.
- Whenever possible, property should be discarded in an ecologically sound manner.
- Surplus property having an estimated value of less than \$1,000 may be discarded as determined by the Director and Assistant Director, as agents of the Board.
- Surplus property having an estimated value of more than \$1,000 but less than \$2,500 may be displayed at the library and a public notice of sale will be posted with dates and terms.
- Records of all disposals shall be maintained by the Library Director for audit and appraisal purposes.
- In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 5/4-16

Adopted: 6/14/2021