

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

B-7 Disposal of Surplus Library Materials

Adopted by the Library Board of Trustees September 16, 2025.

The Helen Plum Library complies with the Illinois Public Library District Act of 1991, including its provisions regarding the disposal of real and personal property.

Library property that the Executive Director determines is no longer necessary or useful for Library purposes may be disposed of in the following manner:

- Property that is obsolete or broken and has no useful value may be discarded at any time.
- Print and non-print materials may be discarded, sold, or donated to the Helen Plum Library Foundation or to local educational or governmental organizations as approved by the Executive Director.
- Library property of any value may be donated or sold to other tax-supported libraries or library systems.
- Library property valued at \$1,000 or less may be disposed of in any manner.
- Library property valued between \$1,000 and \$2,500 may be available for public sale. Such property will be displayed at the Library, and advanced public notice will be posted. No favoritism in such sales will be shown toward Trustees or current employees.
- In all other cases, Library property will be sold in accordance with applicable statutes.

The Executive Director determines the value of Library property.