

AUTHORITY TO SPEND

The library director of the Galva Public Library District is authorized to spend up to \$2,000. on any single item without prior board approval.

The library director of the Galva Public Library District is authorized to spend up to 5000 on any single item with the approval of the full Library Board.

The Galva Public Library District may spend in excess of \$25,000.00 ¹ only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the library director of the Galva Public Library District may spend \$ 10,000 in addition to \$ 10,000 with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

The Library Director is authorized to enroll the Galva Public Library District in online payments with vendors, set up ACH/EFT payments with vendors and pay electronically via the Library credit card when convenient or necessary and on any as-needed basis to best serve the Library.

¹ The statutory amount is \$25,000 and this entry can not be any higher than that, but can be lower in the discretion of the Board, where it is self-imposing a bidding requirement earlier, or at a lower than required amount

Adopted 11/13/2012

Revised and updated 02/11/2025

Updated 05/13/2025

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.

DONATION POLICY

The Galva Public Library District accepts donations of recent books, some current magazines, recorded books, and DVDs at staff discretion. Donations should be clean and in good condition. We do not accept donations of old magazines, textbooks, medical books, software manuals, Digest condensed books, or encyclopedias. We are not required to accept large donations that could potentially cause a size or space constraint upon our library.

All donations are accepted without condition, and immediately become the property of the library. The library retains unconditional ownership of any accepted gift. They cannot be returned. Some donations will be added to the collection. The same criteria for inclusion in the library's collection applies to gifts as well as purchased materials. The rest will be sold in our library book sale or recycled/disposed of as the library staff deem fit. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

The library accepts donations between the hours of 9:30 a.m. and 4:30 p.m. Monday through Thursday and from 1:00pm to 5:00pm on Friday. Please do not bring more items than you can carry into the library.

If you need a receipt for tax purposes, the library will provide one. We cannot, however, assign a dollar value to your donation.

Updated and Approved by Board of Trustees 03/14/23

Galva Public Library District Materials Selection Policy

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections. Donations of materials are accepted and are subject to the 'Donation Policy' which is a separate policy.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Galva Public Library District will allocate not less than 12% of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used.

According to the mission statement of the Galva Public Library District, the roles chosen to best suit the needs of the community are being a source for popular materials and serving as a learning center and educational center for all residents of the community. In keeping with those directives, the library will endeavor to build collection strengths to support those areas.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Locally significant materials are generally retained, and may or may not be removed based on these standards. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

The Galva Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the

materials by others. The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Bill of Rights*, and the “Freedom to View” statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.

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