

MEMORANDUM

Agenda Item #7

To: **Board of Trustees**

Date: **November 13, 2020**

From: **Donna Pittman, Library Director**

Subject: **Surplus Property** (Action Item)

I recommend approval of a resolution declaring the following items surplus property and authorizing that the items may be donated to local nonprofit organizations, sold, or recycled. Hard drives are wiped clean or removed prior to disposing of computers.

Technology:

APC UPS, APC, Qty (1)

AV Equipment, Projector, InFocus IN3138HDa, Qty (4)

Desktop, Dell, Optiplex 760, Qty (1)

Desktop, Dell, Optiplex 380, Qty (6)

Desktop, Dell, Optiplex 390, Qty (27)

Desktop, Dell, Optiplex 3020, Qty (65)

Desktop, Apple (2)

Monitor, Acer, Qty (2)

Monitor, Apple, Qty (2)

Monitor, Dell, Qty (5)

Monitor, HP, Qty (3)

Network device, Cymphonix, Qty (1)

Network device, Carousel 250 Tightrope media player for digital signage, Qty (1)

Tablet, iPad, Qty (10)

Administration:

Datamax DMX-H4212X tagging stations, Qty (2)

Security gate (Main Library), Qty (1)

A resolution for your consideration is attached.

**A RESOLUTION
DECLARING THE ATTACHED ITEMS AS SURPLUS PROPERTY AND AUTHORIZING THAT THE
ITEMS MAY BE DONATED TO LOCAL NONPROFIT ORGANIZATIONS, SOLD, OR RECYCLED.**

IT IS RESOLVED, that the Board of Trustees of the Champaign Public Library hereby approves the list of surplus property and authorizes that the items may be donated to local nonprofit organizations, sold, or recycled.

Moved by _____

Seconded by _____

PASSED/FAILED by a vote of _____

Date: _____

Attested by _____

Donna Pittman, Library Director