



MEMORANDUM

Agenda Item #9

To: **Board of Trustees**

Date: **September 17, 2021**

From: **Donna Pittman, Library Director**

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

The following furniture items have been replaced due to wear and tear. I recommend approval of a resolution declaring these items surplus property and authorizing that the items may be donated to local nonprofit organizations, sold, or recycled.

Douglass Branch Library: 10 Task Chairs

The resolution is attached for your consideration.

**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