



125 Tower Drive | Burr Ridge, IL 60527 | T: 630.734.5000 | F: 630.734.5050 | www.railslibraries.info

April 20, 2018

TO: RAILS Board of Directors

FROM: Jane Plass, RAILS Associate Executive Director

ABOUT: Disposal of Surplus Inventory

Attached is a list of surplus equipment, furniture, high-mileage vehicles, and other items. RAILS staff have reviewed the list thoroughly and determined that these items are no longer needed at any RAILS location.

We ask that the Board approve disposal of items on the attached list. If so approved, the items will be offered for sale through an online auction, beginning May 25. Our previous online auctions benefited members by allowing them to purchase items at low cost and worked well for RAILS.

This complies with the following process for disposal of surplus inventory, which the RAILS Board approved in July 2012. We worked with the Illinois State Library and the RAILS attorney to develop a process that meets the requirements of 75 ILCS 10/16 Disposal of property.

- Complete inventory, and determine what items RAILS needs to retain. Update the inventory list accordingly.
- Prepare equipment for disposal as needed. (For example, all computer hard drives must be securely wiped before disposal of any kind.)
- Present inventory list at a RAILS Board meeting and ask for approval to dispose of the unneeded items.
- Notify the Illinois State Library and ask if they are interested in anything. Donate items of interest.
- Do an online auction for remaining items, posting notice on the RAILS website and through email announcements to members. The general public is allowed to bid, but notice will only be done through RAILS channels. Exception: If there are items of \$1,000 or more in unit value, notice of the sale will also be published in a local newspaper for two successive weeks.
- Terms of sale
 - Items will be sold to the highest bidder. However, if RAILS deems the bids inadequate, it may reject the bids and re-advertise the sale.
 - Payment is expected at time of purchase; institutional checks or cash only.

- Items are sold as-is with no warranty.
- Purchaser is responsible for removing items; pick-up must be scheduled and done within deadline specified by RAILS.
- RAILS cannot assist with dismantling, delivery, setup, technical support, etc.
- After the auction, remaining items with a unit value of \$250 or less may be given away without restrictions. Items with a unit or aggregate value of more than \$250 may be donated to a tax-supported library or library system per 75 *ILCS* 10/16 Disposal of Property, section 3. Tax-supported libraries include public school districts, community colleges, public universities, etc., as well as public libraries.
- Arrange for disposal of any remaining items (e.g. recycle if possible, junk service, dumpster).

Attachment: List of surplus inventory

**RAILS Surplus Inventory
May 2018**

Document 8.5

Service Center	Description	Condition	Category
Burr Ridge	2- 2 drawer file cabinets 30w x 30d x 18h	Fair	Equipment
Burr Ridge	35- 3 drawer file cabinets 15w x 22d x 27h	Good	Equipment
Burr Ridge	2- 2 drawer file cabinets 15w x 22d x 27h	Good	Equipment
Burr Ridge	6 office chairs, purple	Good	Furniture
Burr Ridge	2 office chairs, blue with black print with lumbar support	Good	Furniture
Burr Ridge	1 green office chair	Fair	Furniture
Burr Ridge	1 blue office chair	Fair	Furniture
Burr Ridge	12 metal frame chairs, gray	Good	Furniture
Burr Ridge	12 wooden frame chairs, floral print	Poor	Furniture
Burr Ridge	1 "L" shape cherry wood desk	Fair	Furniture
Burr Ridge	1 "L" shape, 3 pc, oak desk	Good	Furniture
Burr Ridge	2 commercial garbage cans 19wx19dx44h	Fair	Equipment
Burr Ridge	4 oak tables 35w x 35d x 29h	Fair	Furniture
Burr Ridge	2 wooden pamphlet holders 40w x 12 1/2d x 52h	Fair	Equipment
Burr Ridge	3 drawer file cabinet 36w x 19d x 40h	Good	Equipment
Burr Ridge	2 - 2 door metal storage cabinets 36w x 24d x 78h	Fair	Equipment
Burr Ridge	6 wooden office chairs, purple	Good	Furniture
Burr Ridge	4 drawer file cabinet 42w x 19d x 53h	Good	Furniture
Burr Ridge	3 drawer wooden oak desk 59w x 29 1/2 d x 29 h	Good	Furniture
Burr Ridge	2005 Toyota Sienna, 208, 134 miles	Poor	Vehicles
Rockford	2006 Ford Freestar van, 343, 503 miles	Poor	Vehicles
Burr Ridge	5 misc. metal desktop file holders	Good	Supplies
Burr Ridge	6 misc. plastic desktop file holders	Good	Supplies
Burr Ridge	8 metal magazine holders	Good	Supplies
Burr Ridge	2 wall file holders	Fair	Supplies
Burr Ridge	10 medium metal bookends	Good	Supplies
Burr Ridge	20 small metal bookends	Good	Supplies
Burr Ridge	42 boxes desktop publishing paper	Good	Supplies
Burr Ridge	2 large tape dispensers	Good	Supplies
Burr Ridge	6 rolls of mailer sealers	Good	Supplies
Burr Ridge	2 electric pencil sharpeners	Fair	Supplies
Burr Ridge	2 legal size plastic inboxes	Fair	Supplies
Burr Ridge	9 - 6' X 6' cubicles	Good	Furniture
Burr Ridge	10 - 6' X 6' cubicles	Good	Furniture
Burr Ridge	5- 4-post racks. 19" width rack mount servers and network equip.	Good	Equipment
Burr Ridge	9 - Dell laptops, model # 5520. 500gb HD, 8g ram, 15.9" display	Good	Computers
Burr Ridge	10 - Dell e-port+Docking station with dual video output and supply	Good	Equipment
Burr Ridge	10 - 500gb external hard drives, no power or usb cable	Good	Computers
Burr Ridge	3- 4 drawer file cabinets 15w x 28 1/2d x 50h	Good	Equipment
Burr Ridge	1- 4 drawer file cabinets 15w x 28 1/2d x 52h	Good	Equipment
Burr Ridge	1- 4 drawer file cabinets 15w x 30d x 30h	Good	Equipment