

DATE SUBMITTED 06/12/2024

SUBMITTED BY E. Haller

DATE ACTION REQUIRED 06/19/2024

COUNCIL ACTION (X)

PUBLIC HEARING REQUIRED ( )

RESOLUTION ( )

ORDINANCE 1<sup>ST</sup> READING ( )

ORDINANCE 2<sup>ND</sup> READING ( )

CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
AGENDA ITEM**

<p>SUBJECT: <b>DISCUSSION/ACTION: DECLARATION OF SUPPLUS ITEMS</b></p> <p>1. DECLARE DAMAGED, OUTDATED, OR NO LONGER IN USE ITEMS AS SURPLUS</p> <p>2. AUTHORIZE THE SALE, DISPOSAL, OR RETURN OF SURPLUS ITEMS</p>	
<p>DEPARTMENT INVOLVED: LIBRARY</p>	
<p>BACKGROUND/SUMMARY:</p> <p>The Imperial Public Library is requesting the Imperial City Council's consideration to declare the department's current inventory of outdated, damaged, or no longer in use items as surplus. Declared inventory have been stored in a storage unit since November 2022. Due to the condition of the unit, staff has been authorized to move to a new site that is smaller, however, it is temperature controlled, hygienic, and more cost effective. Items to be stored in the new unit are materials used monthly and for annual programming, due to lack of storage at the library. Based on review of records, it appears most items have been declared as surplus in 2022 and 2023. However, to ensure all items are accounted for, a complete list and photos are provided to declare as surplus items. Due to condition of the unit, not all items were able to be photographed for identification. Notice has been provided to the old storage unit and all items must be removed by June 30, 2024. If declared, salvaged items will be sold, returned to artists' families, and damaged or outdated items will be discarded.</p> <p>See attached list of items to be declared as surplus.</p>	
<p>FISCAL IMPACT:</p> <p>Savings is estimated at \$900.00 per year.</p> <p>Old unit payments reflect \$200-\$217 per month.</p> <p>New unit cost is \$125.00 per month.</p>	<p>FINANCE INITIALS <u>JMS</u></p>
<p>STAFF RECOMMENDATION: It is staff recommendation to declare all items identified as surplus and authorize identified items for sale, disposal, or return to families of donated art.</p>	<p>DEPT. INITIALS <u>[Signature]</u></p>
<p>MANAGER'S RECOMMENDATION:</p> <p><u>approve staff recommendation</u></p>	<p>CITY MANAGER'S INITIALS <u>[Signature]</u></p>
<p>MOTION:</p> <p>SECONDED: APPROVED ( ) REJECTED ( )</p> <p>AYES: DISAPPROVED ( ) DEFERRED ( )</p> <p>NAYES:</p> <p>ABSENT: REFERRED TO:</p>	

Items to be Declared as Surplus

One (1) Old Art Easel (Unknown Source)

One (1) Old Typewriter

One (1) Old Children's Table - Fair Condition

One (1) New LoS CSL Grant Funded Chair Rocker - Unsalvageable

Two (2) Easels - Old but potentially stable (not owned by Library)

One Old Microfiche Reader stored in non-climate controlled closet for 20+ years

Two (2) Plastic Storage Shelves (Unknown Source)

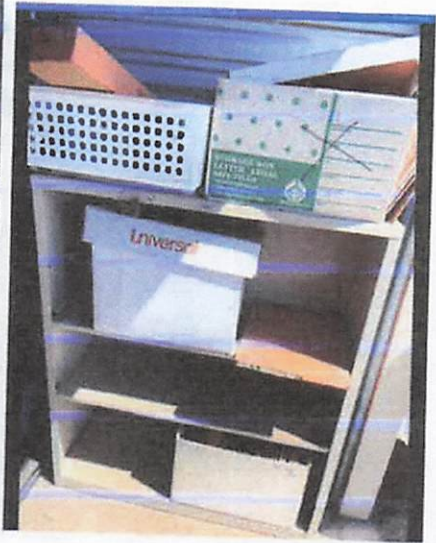




**Surplus Items:**

Declared Shelves as Surplus on October 4, 2023 – Agenda Item D-4

Two (2) Remaining Shelves in storage to be sold or determined to be removed according to City policies



**Declared as Surplus on October 19, 2022 – Agenda Item E-3 - Currently Stored Identified Below**

34 Remaining Audiobooks to be disposed due to heat exposure

One (1) Old Puppet Stage to be sold or determined to be removed according to City policies

One (1) 3D Printer to be disposed due to condition

Laminated Posters to be disposed

Old painting collection to be returned to families of local artists



**\*Items identified below as surplus on 10/19/2022**

**Surplus Notes**

DVDs: 878 items

Audiobooks: 770 items

Book Total: 884 items (breakdown below)

Juvenile Fiction: 666 books

Juvenile Easy: 5 books

General Fiction: 84 books

Mystery Fiction: 100 books

Science Fiction: 10 books

Romance: 16 books

Biography: 3 books

We also wish to surplus items, including:

- Puppet Show
- 3D printer that arrived broken and unusable
- Pictures (undetermined amount)
- Paintings (some need to be returned to artist; undetermined amount)
- Wooden board book containers (2)
- Metal trashcan blocking a door

Still have other undetermined number of items that are currently inaccessible

This is our current surplus stock as of 10/07/22; this is not a complete list as we are still currently weeding (checking what books can be removed).