



**CITY OF BAY CITY**  
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## AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council, must be included on this form, and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

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**Requestor Name:** Denbow, Samantha **Date Submitted:** 1/30/2024  
*Last, First* *MM/DD/YYYY*

**Requestor Type :** City Staff **Meeting Date:** 2/13/2024  
*Citizen/City Staff/Council Member* *MM/DD/YYYY*

**Position Title** Library Director  
*For City Staff Only*

**Agenda Location:** Discussion Item  
*(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)*

### Agenda Content:

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**Property ~ Discuss, consider, and/or approve a declaration of unusable equipment and furniture as surplus and authorize Library Director to dispose of said equipment and furniture through use of online auction or other means.**

### Executive Summary of Item:

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The library has been updating the original 1990s furniture and equipment over the last five to six years to create a more modern library. These items are currently taking up space needed for library services. It is the recommendation of staff to surplus these items so they can be removed via online auction or other means, including donation, as appropriate to the items.