



**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:** 1/17/2023  
*Last, First* *MM/DD/YYYY*

**Requestor Type :** City Staff **Meeting Date:** 1/24/2022  
*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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**GRANT: DISCUSS AND ACCEPT A DONATION OF A SCANPRO 3500 ALL-IN-ONE MICROFILM SCANNER VALUED AT \$11,787.00 FROM THE BAY CITY LIBRARY ASSOCIATION.**

### Executive Summary of Item:

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The Library's microfilm reader acquired in the early 1990's with the Matagorda Genealogical Society is no longer repairable. The Bay City Library Association approved the purchase of a ScanPro 3500 All-in-One scanner at their December 14, 2022 meeting. The item was purchased by the Library Association and installed on January 11, 2023.

Microfilm is utilized frequently in genealogy and other research requests. The library serves as the main site in the county with microfilm of previous editions of the Bay City Tribune. The new machine provides reading and scanning capabilities.

Staff recommends the acceptance of the microfilm scanner to be added as a City asset.