

Disposal of Property Request

100 E. Abriendo Ave.
 Pueblo, CO 81004-4290

CRS 24-90-109 (1) The Board of Trustees shall: (i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.

No.	ITEM	REASON	METHOD OF DISPOSAL
1.	Miscellaneous FFE from Barkman Library	Renovation for AMH and enhanced customer service – new FFE	Donation to local libraries, city & county, or other governmental agencies; surplus to Restore. " " "
2.	Miscellaneous FFE from Lamb Library	Renovation for AMH and enhanced customer service – new FFE	
3.	Miscellaneous FFE from Pueblo West Library	Renovation for AMH and enhanced customer service – new FFE	
4.	Miscellaneous FFE from Pueblo West Library	Renovation for AMH and enhanced customer service – new FFE	
	Items include circulation desks, self-check computers, computer desks, security gates, various wood shelves and cabinets, file cabinets, etc. Most items valued at under \$1,000 and/or fully depreciated.		
Date Approved: Dec. 13, 2012		Submitted by: Chris Brogan, Chief Financial Officer	



Surplus Furniture List

- 2 - Office Desks with storage shelving & small file cabinets
- 6 - Book Shelf Units (Stacks)
- 6 - Free Standing Book Shelf Units
- 4 sets of Security Gates
- 8 - Self Check Out Machines
- 8 - Computers Tables
- 2 - Glass Display Cases
- 4- Circulation Counters
- 3 – Pamphlet & display counters
- 2 – Wall mounted storage units
- 1 – Free standing storage unit
- 1 – Inside book drop
- 1 – Inside book table
- 1 – Magazine & Information Counter
- 1 – 10 station computer desk with printer stand
- 1 – 5 lamp track lighting fixture

Photos of the furniture can be seen at <O:\Facilities\Surplus Furniture>