



BURNET COUNTY AGENDA ITEM REQUEST FORM

24

MEETING DATE: 12/23/2025

GENERAL DESCRIPTION OF ITEM: Property Transfers

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed
- ☐ Item
- ☐ Special item
- ☒ Other

PRIMARY CONTACT/STAFF MEMBER: Florence Reeves

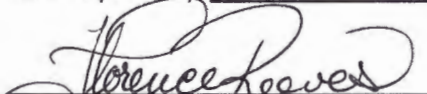
BUDGETARY IMPACT OF AGENDA ITEM:

Total Estimated Cost:	N/A	
Source Funds:	N/A	
Is item already included in fiscal year budget?	Yes ☐	No ☐
Does item represent a new expenditure?	Yes ☐	No ☐
Does item represent a pass-through purchase?	Yes ☐	No ☐
If so, pass-through entity		
Procurement Needed:	Yes ☐	No ☐

ACTIONS REQUESTED: Commissioner's court approval to transfer assets to auction.

LIST BACK-UP DOCUMENTS ATTACHED (names of documents and/ or files): inspection sheets

LIST BACK-UP DOCUMENTS NOT ATTACHED (to be sent by Friday at noon prior to the meeting date requested):


Elected Official/Department Head

DATE and TIME: 12.15.25

11:35 AM

Approved:

By _____
County Judge

OR

By _____
Commissioner Pct. ____

All contracts, contract amendments, staff agreement, grant applications, memorandums of understanding, and interlocal agreements must be submitted to the Burnet County Auditor and complete a compliance review before being placed on the Commissioners Court agenda.

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) or countyjudge@burnetcountytexas.org no later than noon on Tuesday prior to the meeting date requested. If a Burnet County Holiday falls within 72 working hours before that Tuesday, the deadline will be moved earlier to ensure compliance with Government Code § 551.043.

Generic Inspection Form

Inventory ID: Unknown

Asset Number 20-1005

Anticipated Sale Price: _____

Short Description: Reading Chair with adjustable writing/laptop arm

Year 2018

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Fabric and vinyl study chair with adjustable swing arm writing or laptop surface. Chair is on casters

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

For sitting while studying.

Color Multicolored fabric with blue vinyl seat ☒ Cloth ☒ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☐ Wood ☐ Rubber

Minor damage to: Fabric is starting to fade

Major damage to: _____

Size: Length: Feet: _____ Inches: _____ Width/Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # 20-1006 Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above with gray vinyl seat

Additional Equipment: Manufacturer _____ Model _____

Serial # 20-1007 Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above with blue vinyl seat. Vinyl has cracked in middle of seat.

Additional Equipment: Manufacturer _____ Model _____

Serial # 20-1008 Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above with blue vinyl seat.

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: Unknown

Asset Number 20-1009

Anticipated Sale Price: _____

Short Description: Reading Chair with adjustable writing/laptop arm

Year 2018

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Fabric and vinyl study chair with adjustable swing arm writing or laptop surface. Chair is on casters

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

For sitting while studying.

Color Multicolored fabric with blue vinyl seat ☒ Cloth ☒ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☐ Wood ☐ Rubber

Minor damage to: Fabric is starting to fade

Major damage to: _____

Size: Length: Feet: _____ Inches: _____ Width/Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # 20-1010 Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above with blue vinyl seat

Additional Equipment: Manufacturer _____ Model _____

Serial # 20-1011 Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above with blue vinyl seat.

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: Unknown

Asset Number Unknown

Anticipated Sale Price:

Short Description: Reading Chair

Year 2018

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Fabric and vinyl reading chair.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

For sitting while reading.

Color Multicolored fabric with blue vinyl seat and back. ☒ Cloth ☒ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☐ Wood ☐ Rubber

Minor damage to: Fabric is starting to fade and showing dirt and wear from regular use.

Major damage to: _____

Size: Length: Feet: _____ Inches: 30 Width/Depth: Feet: _____ Inches: 34 Height: Feet: _____ Inches: 32

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # Unknown Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: Same as above.

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: Unknown

Asset Number 1094

Anticipated Sale Price: _____

Short Description: Atlas Stand, Dark Finish

Year 1978

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Wooden stand for holding atlas' and oversized books, with pull out trays.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: Needs new legs or base

Description of Use

For holding and displaying atlas' and oversized books.

Color Light wood finish ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☒ Wood ☐ Rubber

Minor damage to: _____

Major damage to: Legs became unstable and were removed

Size: Length: Feet: _____ Inches: 33 Width/Depth: Feet: _____ Inches: 21.5 Height: Feet: _____ Inches: 27.5

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: **Unknown**

Asset Number **Unknown**

Anticipated Sale Price:

Short Description: Atlas Stand, Light Finish

Year 1990s

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Wooden stand for holding atlas' and oversized books, with pull out trays.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

For holding and displaying atlas' and oversized books.

Color Light wood finish ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☒ Wood ☐ Rubber

Minor damage to: Very minor wear from normal use

Major damage to: _____

Size: Length: Feet: _____ Inches: 31 Width/Depth: Feet: _____ Inches: 25 Height: Feet: _____ Inches: 45

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: Unknown

Asset Number Unknown

Anticipated Sale Price: _____

Short Description: Outdoor enclosed bulletin board

Year Unknown

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Ghent brand outdoor bulletin board with locking glass door. Key included.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: Dust removed

Description of Use

For posting information

Color Silver ☐ Cloth ☐ Vinyl ☐ Leather ☒ Metal ☐ Plastic ☐ Wood ☐ Rubber

Minor damage to: Wear from normal use

Major damage to: _____

Size: Length: Feet: _____ Inches: 30 Width/Depth: Feet: _____ Inches: 2.5 Height: Feet: _____ Inches: 36

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: Unknown

Asset Number Unknown

Anticipated Sale Price: _____

Short Description: Book Display with adjustable shelves

Year Unknown

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Book display on casters; slat-wall panels allow shelves to be adjusted.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: Plastic facing coming off in places and need to be glued.

Description of Use

Displaying books

Color Multicolored wood ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☒ Wood ☐ Rubber

Minor damage to: Plastic facing on slat-wall ends

Major damage to: _____

Size: Length: Feet: 4 Inches: _____ Width/Depth: Feet: 2 Inches: _____ Height: Feet: 5 Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: **Unknown**

Asset Number **20-1039**

Anticipated Sale Price:

Short Description: Activity Table

Year 2017

Manufacturer ECR 4Kids

Model Unknown

Please fill in or check if apply

Long Description:

Activity table for blocks with six bins on wheels. Bins fit under the table, three on each side.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

To store and provide a play space for children's blocks

Color Light wood finish/white ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☒ Wood ☐ Rubber

Minor damage to: Wear from normal use. Minor cracks in white laminate table top.

Major damage to: _____

Size: Length: Feet: _____ Inches: _____ Width/Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director

Generic Inspection Form

Inventory ID: **Unknown**

Asset Number **Unknown**

Anticipated Sale Price:

Short Description: Magazine Display Cover x 26

Year Unknown

Manufacturer Unknown

Model Unknown

Please fill in or check if apply

Long Description:

Hard plastic cover with clear front to display and protect magazines. There are twenty-six covers.

This Equipment: ☒ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

Display and protect magazines

Color Read and clear plastic ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☒ Plastic ☐ Wood ☐ Rubber

Minor damage to: _____

Major damage to: _____

Size: Length: Feet: _____ Inches: 13 Width/Depth: Feet: _____ Inches: 9 Height: Feet: _____ Inches: 1

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Send to auction.

Location of Asset: Herman Brown Free Library

For more information contact: Florence Reeves, Director