

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 19, 2018
Type of item: Action
Subject : Outreach Vehicle disposal
Presented by: Natalie Wertz, Finance Manager

Background

Under state statute 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.

Staff has been notified that the Sprinter Van on order will be ready by the week of March 26, 2018. That vehicle is intended to replace the 2008 Chevy Van that is currently in the Outreach fleet. What should be done with the current vehicle when the replacement arrives?

Current policy is to first offer surplus property to other libraries in the District. If none of the District libraries want the property, it can be offered to other libraries outside of the District. If no other libraries want the property, it is offered to non-profit organizations. If the property is still not taken, the item is sold to the public. Typically, surplus items have been infrequent and of minimal value such as old chairs, bookends, etc. However, we believe the vehicle requires some consideration by the board.

Considerations

1. The expansion of the administration building will only have garage space available for the new vehicles.
2. Outreach staff have been discussing the possibility of using the vehicle in Fort Lupton this summer while that library is not available.
3. Kelley Blue Book value of the vehicle for sale to a private party is approximately \$5,700 to \$8,100. Trade-in value is listed at approximately \$4,400 to \$6,400. One similar vehicle in this area is listed for sale at \$10,990.
4. In several months, we will be encountering the same issue with the current Bookmobile when the new Bookmobile is delivered.

Options and issues

1. **Give the vehicle to a member library.** If more than one library wants the vehicle, the board would need to decide which library would get the van. This would need to be acknowledged by both parties as an "As Is" transaction. The member library would then assume all responsibility and expenses for the vehicle.
2. **Keep the vehicle and have it available as a shared or floater vehicle that would be available for "check out".** This presents many issues and questions. There will be no garage space available for the vehicle. There would need to be some method established for which library would get to use the van if more than one wanted to use it at the same time. It would need to be determined who would handle insurance, maintenance, and fuel expenses.

All drivers of District-owned vehicles are required to undergo a MVR check and be listed on the District insurance policy for coverage. Any member library staff driving the van would be required to provide the information necessary for the MVR check and be listed on the District insurance policy.

3. **Sell to another library.** Last fall, a library outside of HPLD expressed some initial interest in purchasing the vehicle. Further discussion with that library could be pursued.
4. **Offer for sale to the public.**

Staff recommendation

The short-range recommendation would be to give this to Ft. Lupton for the summer. The long-range recommendation would be to give the vehicle to another member library.