

Memorandum



CITY OF DALLAS

DATE September 19, 2025

TO Honorable Mayor and Members of the City Council

SUBJECT **Skillman/Southwest Branch Library Closure**

The following information is provided to update the City Council on the approved sunset and divestiture process for the Skillman/Southwest Branch Library (5707 Skillman Street). Pursuant to Council's direction through the budget amendment process, a cross-departmental team will begin coordinated efforts to close the facility, relocate reusable assets, secure the property, and prepare it for sale.

As coordinated by the Library Department (LIB), the branch will conclude its final day of service to the public on Saturday, September 27, 2025. Beginning October 1, 2025, LIB and Facilities and Real Estate Management (FRM) will undertake an estimated sixty-day internal sunset process. During this period, library staff will redistribute books and media to other branches and reallocate furniture, fixtures, and equipment where feasible. Surplus items will be sold through the City Store.

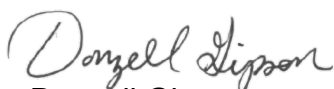
At the same time, FRM will implement protective security measures, initiate the surplus designation process, and begin preparations for divestiture. Security of the facility will be maintained through the installation of DAWGS (Door And Window Guard Systems) and regular patrols by Dallas Security, IPSS, or the Dallas Police Department.

In November 2025, staff will bring forward an item for City Council consideration to formally declare the property as surplus. Upon approval, FRM will move forward with divestiture through the next scheduled public auction. The auction is expected to occur within approximately ninety days of the surplus declaration, likely in February or March 2026. If the auction reserve is met, transfer and closing of the property would occur within sixty days of auction close, placing the anticipated closing of escrow date between April and May 2026.

During this transition period, utilities will remain active to support building showings, maintain fire suppression systems, and protect the property from extreme temperatures.

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Should you have any questions, please contact Manya Shorr, Director of Dallas Public Library, at manya.shorr@dallas.gov or John Johnson, Director of Facilities and Real Estate Management at john.johnson2@dallas.gov.



Donzell Gipson
Assistant City Manager

c: Kimberly Bizer Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Robin Bentley, Assistant City Manager
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors