



GARLAND

AGENDA

CITY COUNCIL WORK SESSION

City of Garland

Work Session Room, City Hall

William E. Dollar Municipal Building

200 North Fifth Street

Garland, Texas

June 5, 2017

6:00 p.m.

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.

Verbal Briefing: These items do not require written background information or are an update on items previously discussed by the Council.

Regular Item: These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items are often accompanied by a formal presentation followed by discussion.

**[Public comment will not be accepted during Work Session
unless Council determines otherwise.]**

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

(1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.

(2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, Tex. Gov't Code.

(3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, Tex. Gov't Code.

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.

(7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

- generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
- bidding and pricing information for purchased power, generation and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
- effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
- risk management information, contracts, and strategies, including fuel hedging and storage;
- plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
- customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; Tex. Gov't Code; Sec. 552.133, Tex. Gov't Code]

1. Consider the Consent Agenda

A member of the City Council may ask for discussion or further information on an item posted as a consent agenda item on the next Regular Meeting of the City Council. The Council Member may also ask that an item on the posted consent agenda be pulled from the consent agenda and considered for a vote separate from consent agenda items on the regular agenda. All discussions or deliberations on this portion of the work session agenda are limited to posted agenda items and may not include a new or unposted subject matter.

2. Written Briefings:

a. Sale of Property - 225 Rio Rita Drive

The City of Garland has received an unsolicited offer from Mr. Santiago Garcia Hernandez related to the purchase of City owned property which was obtained through a Sheriff's Sale. This property is located at 225 Rio Rita Drive.

b. Nicholson Memorial Library System Collection Development Long Range Plan, April 28, 2017

Council is requested to consider approval of the Nicholson Memorial Library System Collection Development Long Range Plan, April 28, 2017 for continued accreditation by the Texas State Library and Archives Commission.

c. Abandonment of Drainage Easement Off Lake Front Trail in the Hillside on the Lake No. 2 Subdivision

Council is requested to consider the abandonment of a 20 foot wide Drainage Easement in the proposed Hillside on the Lake No. 2 subdivision to M/I Homes of DFW, LLC. Unless otherwise directed by the Council, this item will be scheduled for formal consideration at the June 20, 2017 Regular Meeting.

3. Verbal Briefings:

a. Community Services Committee Report

Mayor Pro-Tem Scott LeMay, Chair, Community Services Committee, will provide a committee report on the following items:

- *Mandatory Sidewalk Edging Ordinance*
- *Sidewalk Installation Across Railroad Tracks at Main Street*

b. Legislative Update

The 85th Regular Session of the Texas Legislature recently came to a close. During the session a number of bills that will affect the City were passed, including those in which the City was actively involved. The City Attorney will provide the City Council with an update of legislative matters of importance to the City.

c. Charter Review Update

At the request of Council Member Rich Aubin and Council Member David Gibbons, the City Attorney will provide an update on the charter review process. The City Council is requested to establish a timeline for making appointments to a charter review committee, if so desired, and establish a timeline for the committee's work to be completed that will allow sufficient time for the City Council to deliberate the recommendations of the committee prior to the deadline for calling the election necessary to submit proposed amendments to the voters.

d. Dogs on Outdoor Dining Patios - Variance to the Food Code

The Garland Food Code (Code of Ordinances: Chapter 22, Article 2) prohibits animals from the premises of a food establishment, with few exceptions. On October 18, 2016, the Community Services Committee discussed a draft variance ordinance to allow dogs on to the outdoor dining patios of food establishments if the patio meets certain sanitary standards. The Committee requested the City Attorney to include the draft variance ordinance with other proposed changes to the Food Code being presented to Council on February 6, 2017. The draft variance ordinance now includes changes suggested by Council and revisions brought by stakeholders. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the June 20, 2017 Regular Meeting.

e. Image Management Program Briefing

Staff will present an update on progress of the Image Management Program, including the work plan for the next six month period and proposed vendor awards for promotional and digital advertising services.

f. Consider Rescheduling the July 3rd Work Session & Regular Meeting to July 5th

At the request of Council Member David Gibbons and Council Member B.J. Williams, seconded by Mayor Pro Tem Scott LeMay, Council is requested to consider a resolution rescheduling the July 3rd Work Session and Regular Meeting to July 5th to allow staff and Council the opportunity to attend the "Star Spangled Fourth" celebration at Firewheel Town Center. Unless otherwise directed, this item will be scheduled for formal consideration at the June 6, 2017 Regular Meeting.

g. Downtown Tax Increment Finance Board

At the request of Mayor Pro Tem Scott LeMay and Council Member David Gibbons, staff will provide a briefing on the status of the Downtown Tax Increment Finance (TIF) Board. Staff will also provide a review of the TIF's Board's role in implementing the 2004-05 Downtown Revitalization Strategy, including project and grant funding opportunities.

h. Discussion and Direction Regarding Creation of City-Wide Facade Improvement Grant Program

At the request of Council Member David Gibbons and Mayor Pro Tem Scott LeMay, Council is requested to discuss and consider the creation of a city-wide commercial structure facade improvement grant program, to include the establishment of grant criteria and recommended funding sources including but not limited to economic development funds, hotel occupancy tax revenues, TIF funds, CDBG funds and other available funding sources.

i. Discussion and Direction Regarding Assistance to Good Samaritans

At the request of Council Member David Gibbons and Council Member Rich Aubin, Council is asked to direct the City Manager to assist the Good Samaritans of Garland to bring forth a recommended plan of action, including use of city owned facilities or grant funds, to address the long-term facility and site location needs of the food pantry.

j. Discussion and Direction Regarding Development of a Long-Term Revitalization Plan for South Garland Avenue

At the request of Council Member David Gibbons and Council Member Rich Aubin, Council is asked to create a task force comprised of District 5 representatives, residents and business stakeholders to develop a long-term revitalization plan for South Garland Road between Miller Road and IH-635, including recommendations for use restrictions (re-zoning), phasing out existing uses, special use-permits, signage renovations, façade improvements and identification of potential funding sources to implement the revitalization strategy.

k. Discussion and Direction Regarding Needed Repairs to the Vietnamese Community Center

At the request of Council Member David Gibbons and Mayor Pro Tem Scott LeMay, Council will consider a request to fund needed repairs to the Vietnamese Community Center. Staff will discuss possible funding options.

4. Regular Items:

a. Recommendation Regarding Remaining Tornado Relief Funds

Discuss a City Council recommendation to Garland's Long-Term Recovery Committee (LTRC) regarding the disposition of the remaining #GarlandStrong funds. Staff recommends a final, broadly communicated message be announced to the community with the goal of giving any residents affected by the December 26 tornado one last opportunity to start a case for consideration by the LTRC, and to officially communicate an end date for case management.

b. Consider a Request to Purchase Crossman Building Bricks

Council is requested to provide direction regarding an unsolicited proposal to purchase 550 Crossman Building bricks from the City.

5. Announce Future Agenda Items

A member of the City Council, with a second by another member, or the Mayor alone, may ask that an item be placed on a future agenda of the City Council or a committee of the City Council. No substantive discussion of that item will take place at this time.

6. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

The City Council will adjourn into executive session under Sec. 551.071, TEX. GOV'T CODE and Sec. 551.087, TEX. GOV'T CODE to discuss economic development incentives relating to the redevelopment of commercial property located generally northeast of the intersection of South Jupiter Road and Miller Road in Garland, Texas.

7. Adjourn



GARLAND POLICY REPORT

City Council Work Session Agenda

2.a.

Meeting Date: June 5, 2017

Item Title: Sale of Property - 225 Rio Rita Drive

Submitted By: Corey Worsham, Tax Administrator

Council Goal: Sustainable Quality Development and Redevelopment
Financially Stable Government with Tax Base that Supports Community Needs

ISSUE

The City of Garland has received an unsolicited offer from Mr. Santiago Garcia Hernandez related to the purchase of City owned property which was obtained through a Sheriff's Sale. This property is located at 225 Rio Rita Drive. Mr. Hernandez has offered \$16,171.77 for the property which exceeds the 2012 assessed value in the judgment of \$12,000.00. The net proceeds from the offer to the City of Garland would be \$1,500 for liens and post-judgment maintenance and \$642.97 for City property taxes. In addition to the offer Mr. Hernandez will pay post-judgment taxes of approximately \$728.61 of which the City of Garland will receive approximately \$228.58.

OPTIONS

The City Council May:

1. Approve the 225 Rio Rita Drive property sale to Mr. Hernandez and provide to him an executed deed without warranty, or
2. Deny the offer presented by Mr. Hernandez.

RECOMMENDATION

Staff recommends that the City Council accept the offer and sell the property to Mr. Hernandez. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the June 20, 2017 Regular Meeting.

BACKGROUND

The property was struck off to the City of Garland at a Sheriff's Sale on June 4, 2013. Because the offer is greater than the assessed value of the property in the judgment, this sale meets the criteria of Section 34.05(h) of the Texas Property Tax Code and does not require the consent of other taxing entities. If the sale is approved, the City of Garland will accept payment on behalf of all entities and disperse all sale proceeds.

CONSIDERATION

This property has been held by the City of Garland since 2013. Pursuant to Section 34.05 of the Texas Property Tax Code it may be resold to a private entity with approval of the governing body.

Attachments

225 Rio Rita - Offer

225 Rio Rita Map and Picture

225 Rio Rita - Deed

225 Rio Rita - Resolution

PerdueBrandonFielderCollins&Mott LLP
ATTORNEYS AT LAW

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J. Douglas Burnside
ATTORNEY AT LAW
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January 9, 2017

Mr. Corey Worsham
Tax Assessor/Collector
City of Garland
217 N. 5th Street
Garland, Texas 75040

Via electronic-mail

Re: Offer by Santiago Garcia Hernandez to purchase 225 Rio Rita Drive, Garland, Texas

Dear Mr. Worsham:

The above referenced property was struck off to the City of Garland on June 4, 2013 at a Sheriff's Sale pursuant to delinquent tax suit No. TX10-40446, City of Garland and Garland Independent School District v. Heirs and Unknown Heirs of Zeb Daniels, et al. The property was struck off for the assessed value in the Judgment, \$12,000.00. The total Judgment amount at the sale was \$50,772.42. Santiago Garcia Hernandez has offered to purchase this property for \$16,171.77. The property is currently assessed by the Dallas Central Appraisal District at \$14,000.00.

The costs and distribution of net proceeds are:

Court Costs	\$9,947.81
Sheriff's Costs of Sale	\$1,151.33
Publication Fees	\$330.00
Net Court Costs and Costs of Sale	\$11,429.14
Personnel and Overhead	\$1,500.00
Total City Reimbursement	\$1,500.00
City of Garland	19.8% \$642.97
Garland ISD	58.1% \$1,882.17
Dallas County	22.1% \$717.49
Total Tax Distribution	\$3,242.63
Net Court Costs and Costs of Sale	\$11,429.14
Total City Reimbursement	\$1,500.00
Total Tax Distribution	\$3,242.63
Total Sale Price	\$16,171.77

Please note that as a part of this transaction, all post-judgment taxes for the years 2012-2013 will be paid at closing exclusive of the above amounts. The total amount of post-judgment taxes will be approximately \$728.61 of which the City of Garland will receive approximately \$228.58.

Because the sale price is greater than the assessed value of the property in the Judgment, this sale meets the criteria of §34.05(h) and does not require the consent of the other taxing units in the Judgment.

If the City Council approves this transaction, please forward to me the executed Deed. I will contact Santiago Garcia Hernandez to complete the transaction.

If you have any questions or need additional information, please contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Douglas Burnside", with a long, sweeping horizontal stroke extending to the right.

J. Douglas Burnside
Attorney at Law

Re-sale Disbursement Worksheet
City of Garland

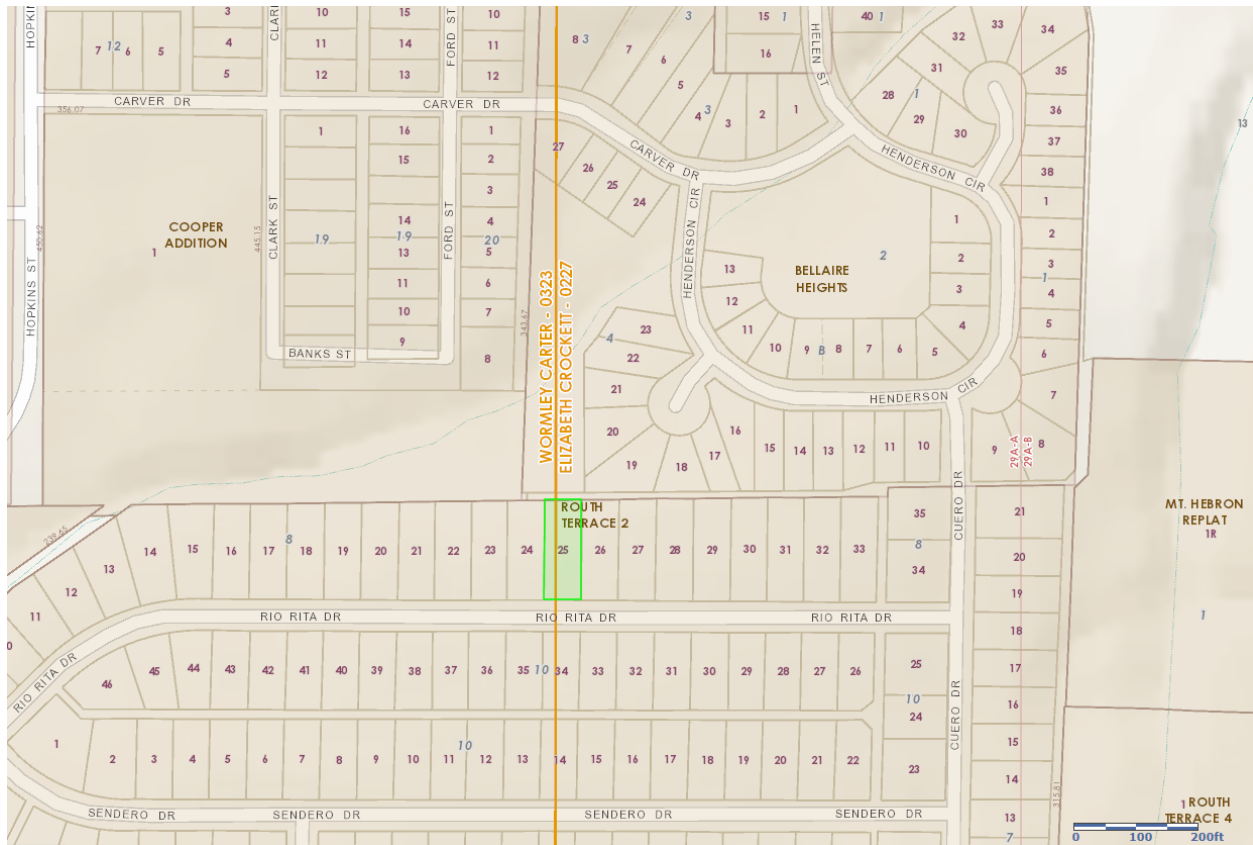
CAD Acct #:	26503500080250000
Property address:	225 Rio Rita Drive
Cause No.:	TX10-40446
Judgment Date:	March 22, 2012
Sheriff's Sale Date:	June 4, 2013
Judgment amount:	GISD 1994-2011 taxes \$4,622.59 (58.1%)
	City 2000-2011 taxes \$1,579.12 (19.8%)
	County 1994-2011 taxes \$1,762.16 (22.1%)
Total Judgment for Taxes:	\$7,963.87
City Abatement Liens:	\$26,984.46
Court costs:	\$9,947.81
Sheriff's fees for sale:	\$1,151.33
Publication fees for sheriff's sale, paid by Perdue Brandon:	\$330.00
Total Costs:	\$11,429.14

Checks to be disbursed as follows:

1.	Dallas County District Clerk	\$9,947.81
2.	Dallas County Sheriff	\$1,151.33
3.	Perdue Brandon Fielder Collins & Mott, LLP	\$330.00
4.	City of Garland (administrative fee)	\$1,500.00
5.	City of Garland (Pro-rata Judgment tax year distribution)	\$642.97
6.	Garland ISD (Pro-rata Judgment tax year distribution)	\$1,882.17
7.	John Ames, Dallas County Tax Assessor (Pro-rata Judgment tax year distribution)	\$717.49
	TOTAL	\$16,171.77

The cause number and Dallas Central Appraisal District tax account number should be on all checks.

225 RIO RITA



DEED WITHOUT WARRANTY

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF DALLAS §

That the **City of Garland**, a Texas home-rule municipality ("Grantor"), for and in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration to Grantor, the receipt and sufficiency of which is hereby acknowledged, paid in hand by **Santiago Garcia Hernandez, 1221 W. Miller Rd. #233, Garland, TX 75041** ("Grantee"), has GRANTED, SOLD and CONVEYED, and by these presents does GRANT, SELL and CONVEY unto Grantee that certain lot, tract, or parcel of land, commonly known as **225 Rio Rita Drive**, situated in the City of Garland, County of Dallas, State of Texas, to wit:

**BEING LOT 25, BLOCK H, ROUTH TERRACE NO. 2
ADDITION, aka 225 RIO RITA DRIVE, CITY OF GARLAND,
DALLAS COUNTY, TEXAS, AS RECORDED IN VOL. 86079,
PAGE 1685 DALLAS COUNTY DEED RECORDS (the
"Property").**

This Deed Without Warranty is subject to:

- (i) any and all visible and apparent easements and encroachments, whether of record or not;
- (ii) any and all covenants, conditions, reservations, restrictions, exceptions, easements, rights-of-way, mineral interests, mineral leases, or other instruments of record applicable to the land or any part thereof;
- (iii) rights of the public to any portion of the above described property lying within the boundaries of dedicated or existing roadways or which may be used for road or street purposes;
- (iv) rights of parties in possession; and
- (v) any right of redemption as specified in Chapter 34, Subchapter B, Texas Property Tax Code.

It is understood and agreed that Grantor is not making any warranties or representations of any kind or character, express, implied or statutory, with respect to the Property, its physical condition or any other matter or thing relating to or affecting the Property and that the Property is being conveyed and transferred to Grantee "AS IS, WHERE IS, AND WITH ALL FAULTS." Grantor does not warrant or make any representations, express or implied, as to fitness for a particular purpose, merchantability, design, quantity, physical condition, operation compliance with specifications, absence of latent defects or compliance with laws and regulations (including,

without limitation, those relating to zoning, health, safety and the environment) or any other matter affecting the Property.

THIS DEED IS MADE WITHOUT WARRANTY, EXPRESS OR IMPLIED, AND GRANTOR EXPRESSLY DISCLAIMS, EXCEPTS AND EXCLUDES ANY AND ALL WARRANTIES OF TITLE OR OTHERWISE FROM THIS CONVEYANCE, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES ARISING UNDER COMMON LAW OR STATUTE.

The intent of this Deed Without Warranty is to transfer the Property foreclosed on by the Grantor taxing jurisdictions in Cause TX10-40446 in the 68th Judicial District Court, Dallas County, Texas, and no more.

When the context requires, singular nouns and pronouns include the plural.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto and in anywise belonging unto Grantee, his heirs, successors and assigns forever; **WITHOUT WARRANTY AND SUBJECT IN ALL RESPECTS TO THE DISCLAIMERS SET FORTH ABOVE.**

EXECUTED on the dates set forth in the acknowledgements below, to be EFFECTIVE on the _____ day of _____ 2017.

GRANTOR:

CITY OF GARLAND, a Texas home-rule municipality

By: _____

Title: _____

THE STATE OF TEXAS §

§

COUNTY OF DALLAS §

The foregoing instrument was acknowledged before me on the ____ day of _____, 2017, by _____, in his capacity as Mayor of the City of Garland.

NOTARY PUBLIC, STATE OF TEXAS

PRINTED NAME OF NOTARY

MY COMMISSION EXPIRES:

RESOLUTION NO. _____

A RESOLUTION AGREEING TO THE SALE OF CERTAIN PROPERTY LOCATED WITHIN THE CITY OF GARLAND AND OWNED BY TAXING AUTHORITIES INCLUDING THE CITY OF GARLAND AS THE RESULT OF A TAX SALE; AUTHORIZING THE MAYOR TO EXECUTE A DEED WITHOUT WARRANTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, taxing entities including the City of Garland, Texas, have become owners of certain real property by virtue of a foreclosure sale conducted pursuant to an order of the 193rd Judicial District Court of Dallas County, Texas in cause number TX08-4001, and

WHEREAS, it is to the benefit of all taxing entities that the property ultimately be returned to the tax rolls

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

That City agrees to the sale of certain real property being LOT 25, BLOCK H, ROUTH TERRACE NO. 2 ADDITION an addition to the City of Garland, Dallas County, Texas, also known as 225 Rio Rita Dr., Garland, Dallas County, Texas.

Section 2

That the Mayor is hereby authorized to execute a deed without warranty in the form and substance of that attached hereto as Exhibit "A".

Section 3

That this Resolution shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED this the ____ day of _____, 2017.

CITY OF GARLAND, TEXAS

Mayor

ATTEST:

City Secretary



GARLAND POLICY REPORT

City Council Work Session Agenda

2.b.

Meeting Date: June 5, 2017

Item Title: Nicholson Memorial Library System Collection Development Long Range Plan, April 28, 2017

Submitted By: Claire Bausch, Library Director

Council Goal: Fully Informed and Engaged Citizenry
Consistent Delivery of Reliable City Services

ISSUE

Council approval of the *Nicholson Memorial Library System Collection Development Long Range Plan, April 28, 2017*, is required for continued accreditation by the Texas State Library and Archives Commission, with verification given prior to July 31, 2017.

OPTIONS

1. The Council may approve the current Plan.
2. The Council may not approve the Plan.
3. The Council may give the Department direction regarding the Plan.

RECOMMENDATION

It is recommended that Council approve the *Nicholson Memorial Library System Collection Development Long Range Plan, April 28, 2017*. Unless otherwise directed by Council, this item will be scheduled on the June 20, 2017 Regular Meeting.

BACKGROUND

The Texas State Library and Archives Commission requires the Library to have a long range plan that includes technology and collection development elements. The plan must be reviewed and approved every five years or less for a library to maintain membership in the *Texas Public Library System*:

Texas Administrative Code Title 13, Part 1, Chapter 1, Subchapter C Minimum Standards for Accreditation of Libraries in the State Library System, Rule §1.83 reads: The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element.

The Library's technology element was last updated and approved by City Council on February 3, 2015; the collection element was last updated on April 19, 2011. Revision and approval of

the Plan is needed prior to July 31, 2017 to maintain accredited membership in the State Library System. The Garland Library Board reviewed and approved the plan on May 8, 2017.

The *Nicholson Memorial Library System Collection Development Long Range Plan* was developed following an in-house analysis performed by the Library's Collection Development Team. Key findings and recommended changes are summarized in the Executive Summary of the attached plan. Among the most notable recommendations are proposed changes to the foreign language collections, including: updating and growing the Spanish language collections and relocating all Chinese language materials to the North Garland Branch where demand is greatest. Increased funding for online resources is also recommended.

CONSIDERATION

Approval of *Nicholson Memorial Library System Collection Development Long Range Plan*, April 28, 2017, will ensure the Library will continue to receive the services available to accredited public libraries. The Library currently receives discounted rates for participation in a state-wide library courier service, Interlibrary Loan service, and TexShare databases. Approval of the plan does not bind Council to implementation of the recommendations contained within.

Attachments

Coll Dev Long Range Plan



**Nicholson Memorial Library System
Collection Development Long Range Plan
April 28, 2017**

Kathleen Cizek
Heather Coleson
John Reid

Table of Contents

Table of Contents	1
Introduction	2
Definitions	3
Executive Summary	4
System-wide Reference Analysis	6
Central Library Analysis	10
North Garland Branch Library Analysis	18
South Garland Branch Library Analysis	24
Walnut Creek Branch Library Analysis	29
<i>The Library Online</i> Analysis	35
Recommendations	38
Appendix	40

Introduction

A public library in Texas must meet a number of requirements to be accredited as a fully qualified member of the Texas Library System. Two aspects of the requirements pertain to long range planning for technology and for collection development. Texas Administrative Code Title 13, Part 1, Chapter 1, Subchapter C Minimum Standards for Accreditation of Libraries in the State Library System, Rule §1.83 reads:

The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element.

Approval of a long range plan for technology was approved by the City Council on February 3, 2015. This document addresses the need to review and update the collection development plan.

The Nicholson Memorial Library System consists of the Central Library, serving the entire city of Garland, Texas, as well as three neighborhood branch library locations: North Garland Branch Library, South Garland Branch Library and Walnut Creek Branch Library. Garland is also served by *The Library Online*, which showcases all of the services, programs and materials of the four Garland libraries, and also offers a host of digital resources and downloadable materials.

The Central Library's collection covers a broad range of subjects in depth. The smaller Neighborhood Library collections are general in nature, but have unique items of interest to the service areas. Selection and collection development practices support established Public Library Association service priorities for the Garland libraries. The local *Public Library Service Responses* were approved by the Library Board on April 12, 2010, and submitted as part of the *Assessment and Strategic Plan for Information Technology, Services and Facilities* approved by the City Council on April 19, 2011.

In addition to input from professional library staff and observations of patron needs and expectations, resources used in completing this collection review and analysis include data from *collectionHQ*, an inventory-based management system, and *Director's Station* and *WebReporter*, analytics and reporting software systems. A review was made of recent study by the Pew Research Center showing current public library usage and trends for both physical formats and digital formats. (Horrigan, John B. "Libraries 2016." *Pew Research Center: Internet, Science & Tech.* N.p., 09 Sept. 2016. Web. 27 Apr.)

Definitions

Dewey Decimal System The Dewey Decimal Classification (DDC) is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and was first published in 1876. ("Dewey® Services." DDC 22 Summaries. N.p., n.d. Web. 09 May 2017. <https://www.oclc.org/en/dewey/features/summaries.html>.)

Dewey #	Main Class	Kinds of Materials
000-009	General Works	Encyclopedias, Almanacs, Record books
100-199	Philosophy and Psychology	Paranormal phenomena, Ethics, Thought
200-299	Religion	Mythology, Religion
300-399	Social Science	Government, Holidays, Folklore, Fairy tales, Education, Community
400-499	Language	English and foreign languages, Sign language, Dictionaries
500-599	Natural Sciences	Math, Chemistry, Biology, Weather, Rocks, Plants, Animals
600-699	Applied Sciences	Inventions, Health, Drugs, Transportation, Cooking, Pets
700-799	Fine Arts and Recreation	Crafts, Art, Drawings, Painting, Music, Games, TV, Movies, Sports
800-899	Literature	Short stories, Poetry, Plays, Jokes, Riddles
900-999	History and Geography	Countries, Flags, Historical events, Biographies

Purchased Value Total amount of collection at the time of purchase. Total includes cost of the material and all processes completed to make the material shelf-ready for patrons.

Turnover Rate Turnover rate measures the activity of a library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation had been spread evenly throughout the collection. It is calculated by dividing the library's total annual circulation by total library holdings.

Executive Summary

In looking at the collections of the four Garland libraries, *The Library Online*, and current trends, the following recommendations are made for the Library by the Collection Development Team:

- The Library should investigate and implement Discovery Service for Fiscal Year 2018-2019.
- It is recommended the Library acquire digital subscriptions for periodicals and pursue funding to offset any additional costs over print. Every year, some publishers of print periodicals have moved to digital-only subscriptions. In the past five years about 60 magazines the Library subscribes to have ceased publication completely or have been moved to online only. Patrons seek information in print and digital formats and the Library needs to provide the information both ways.
- Information resources should be provided in current popular formats as well as in emerging formats. Recent formats in common use that should be strongly considered include digital magazines, newspapers and financial newsletters, and streaming services.
- Materials need to be available in print and digital formats for both children and adults. Citizens seek the same materials in multiple formats. The Library must continue to supply information in print and digital formats, as well as provide space within the Library for research and study.
- Patron use of the Library Wi-Fi continues to grow. Reliable and fast Internet service (wired and Wi-Fi) is a must for library patrons. Patrons of all ages and economic levels need access to online resources, databases, and digital books. (See Appendix C)
- The Library should explore the circulation of mobile Wi-Fi hotspot devices, tablets, and laptop computers as information in digital formats continues to increase.
- Garland's libraries have strong children's and youth collections. Continued current level funding is needed to meet the demand for books in print and online for these age groups. New studies show that children and young adults are reading online e-books and physical print books interchangeably. One format is not replacing the other and the Library needs to continue to meet the need for both (see Appendix A).
- The Hispanic population in Garland has grown from 26% in 2000 to 38% in 2010, and to an estimated 41.1% in 2015, according to the U.S. Census and American Community Survey reports. The Spanish language collection is the largest and strongest foreign language section. The juvenile collection is heavily used at all library locations. Materials need to be constantly replaced for normal wear and tear. The continued emphasis needs to be on updating and growing the Spanish language collections.

- The Chinese language materials need to be moved to the North Garland Branch where the demand is greater and where there is a higher Asian population. According to the 2010 Census data, the most recent that is available, Garland has a 9.4% Asian population; Richardson has a 15.1% Asian population.
- Increased purchases of popular Chinese language materials should be pursued for the North Garland Branch to gauge the true interest in the collection.
- Digital e-books continue to be popular and in high demand. Digital e-book circulation has grown every year. The Library should continue to purchase more copies of *OverDrive* materials as the demand dictates.
- Continue to update and maintain current levels of physical materials in the collection. As a System, library turnover has increased over the past five years since the last collection analysis.
- To keep up with inflationary costs for online databases, it is recommended to increase funding for online resources. The Library is unable to purchase important, newly-published databases without eliminating existing databases that are used by patrons. This does not allow the Library to build the online database format collection as it has other formats.
- The Library has access to certain databases through the Texas State Library and Archive Commission's *TexShare* program used by patrons. If the *TexShare* program is threatened, at the State level, by funding reductions, the Library would have to pick up the cost for those databases, or else eliminate them.
- In order to stay current and relevant, all branch nonfiction collections need to have older materials removed and replaced with current materials, preferably under five years old. A current, well-placed collection will meet the needs of the community and ensure that patrons are getting the most accurate information for their research for school, careers, business and health choices. (CREW (Continuous Review, Evaluation and Weeding) in Appendix B)
- Each library branch serves its own unique community. Members of the community use library materials frequently, even if they do not check these materials out. In order to better serve these communities, it is recommend that the Library begin keeping track of in-house uses.
- It is recommended that another CIVICTechnologies report be run in 2019. The last report was in 2009. This report analyzes different population groups and gives the Library a better idea of what kinds of services and materials will best serve the citizens of Garland.

System-wide Reference Analysis

REFERENCE COLLECTIONS (Juvenile and Adult)		
Branch	Items	Purchased Value
CEN	8385	\$768,747
NGB	691	\$36,938
SGB	1598	\$125,389
WCB	756	\$49,218

*All data tables current as of November 2016

In a community increasingly used to finding answers on their smartphone, the print reference section is due for a reevaluation. Patrons are moving to finding answers to their questions online. It is easier and quicker to find information digitally. Online reference materials are also accessible from all four Garland libraries and from any Internet-connected computer. In many cases, it is also more cost efficient to purchase one reference source digitally for all library patrons than multiple print copies for each library location.

Measurement: Reference materials do not circulate, so there is currently no means for measuring how much they are used. Anecdotally, items seeing regular use by the public include, but are not limited to:

- Law Reference titles, including *West's Legal Forms*, *Vernon's Texas Codes Annotated*, *Texas Rules of Court*, and *Texas Codes*;
- *DSM-5*;
- *Cole's Directory*, *CrissCross Directories*;
- Ready Reference items, including *Guinness World Records*, *Consumer Reports*, and the *NADA Used Car Guides* ("Blue Books")

It is recommended that Library staff keep in-house statistics of reference material usage. This will help determine the need for which materials must be kept at each Library location and which materials may be discarded in print format. Implementation of in-house use statistics should begin no later than 2018 with a full year of data collected before implementing any other recommendation for the reference collection. NOTE: Due to space

constraints, implementation of RFID at the Walnut Creek Branch will require an earlier reduction of the reference collection.

Recommendations to be reviewed after in-house use analysis:

- Central:
 - Central Library is the only location with print literary criticism volumes, such as *Contemporary Authors*, *Twentieth-Century Literary Criticism*, etc. These titles are fully duplicated in *Gale Virtual Reference Library* (GVRL) and are not heavily used in print. They have been retained for several years since GVRL adoption, but could now be safely discarded, if the analysis shows they are little used.
 - Likewise, there are a number of encyclopedias and large sets near the reference desk that could be safely discarded, including *Encyclopedia Judaica*, *Reader's Guide to Periodical Literature*, and others.
 - Older Chilton car repair volumes and Business Reference (BR) titles such as *Million Dollar Directory* and *Who Owns Who* are still used by the public. However, the BR and Chilton titles suffer from poor visibility and may see more use if moved to the larger general reference shelving.
- South Garland Branch (SGB):
 - SGB has a smaller collection than Central, as appropriate, but it is still a relatively large one. A focused weeding according to the Texas State Library and Archives Commission standard *CREW Manual*, should reveal information that is out of date, materials in poor condition or duplicated at Central and not needed at SGB (see Appendix B). Exceptions should be made on a case-by-case basis. Measurement of in-house use at SGB for a defined period might reveal specific branch needs for a reference title that would dictate retaining it.
- North Garland Branch (NGB) and Walnut Creek Branch (WCB):
 - The two neighborhood branch libraries should have a ready reference collection to serve patrons and staff, as discussed below. An in-house use analysis is recommended, to determine with certainty.

Circulation: There is a suppressive effect to the Reference Collection. Items in a reference area are segregated from others on the same subject and do not circulate, so patrons may feel that these items are off-limits and not for use by the public. It is possible many reference materials that would be weeded might be retained if made available for circulation instead.

On the other hand, materials that are particularly valuable, hard to replace, of local interest, or have large in-house use should not circulate and should remain a part of the

reference collection. Examples include any local history documents as well as popular legal reference books.

GVRL: Except for literary criticism that is addressed above, there is an option to weed reference and still retain the content by purchasing the content digitally through *GVRL* and house it there permanently. However, availability of materials could be a hindrance, as well as the potential financial cost of the project.

Ready Reference Collection: It is suggested that every branch have some essential titles, and that the neighborhood branches, NGB and WCB, carry only these titles unless local need dictates otherwise. They are:

- *Guinness World Records*
- Texas road atlas
- World atlas
- Mapsco map books for Fort Worth and Dallas
- English language dictionary (small enough to carry to a table)
- *Texas Almanac*
- *World Almanac*
- *NADA Used Car Guide* and *Older Used Car Guide*
- *Consumer Reports*

Periodicals:

As with the Reference Collection, periodicals at all Library collections are not circulated. General interest magazines are located at all branches, with some more specialized interest periodicals located at Central and SGB.

Periodical holdings have been influenced by trends in publishing over the last five years, and some magazines are deciding to cease print publication. This trend should be monitored, however, patron use of print periodicals continues to be strong. An option for increasing patron access to periodicals in a measurable way is online access to digital editions. Seven of the nine sister cities offer digital magazines to their patrons.

Digital Magazine Service	Sister Cities Implemented
Zinio	Arlington Carrollton Dallas Mesquite Plano Richardson
Flipster	Irving
No Service	Fort Worth Grand Prairie

Central Library Collection Analysis

Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2007	1,382	\$41,653	18.55
100s	2002	2,191	\$43,101	19.97
200s	2001	3,169	\$58,945	18.37
300s	2005	5,300	\$127,872	15.65
400s	2000	701	\$11,794	21.27
500s	2001	1,962	\$50,877	16.58
600s	2007	9,087	\$207,338	19.2
700s	2003	7,370	\$182,658	17.93
800s	1996	5,172	\$102,988	12.91
900s	2000	5,478	\$129,103	15.31
Biographies	1995	1,946	\$41,568	17.56
Study Guides	2012	384	\$10,980	16.21
Large Print*	2005	267	\$7,349	18.62

*Includes Large Print Biographies

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Fiction	2008	18,089	\$383,371	19.65
Mysteries	2007	5,537	\$123,879	23.33
Science Fiction	2007	2,044	\$46,910	19.6
Westerns	2001	441	\$9,533	18.67
Graphic Novels	2012	1,583	\$30,010	16.84
Short Stories	2000	169	\$3,175	17.89
Paperbacks	2012	3,093	\$24,303	9.89
Large Print	2006	2,246	\$64,741	27.75

Foreign Language and ESL

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CHF -- Chinese Fiction	2008	141	\$3,084	5.09
CHNF -- Chinese Nonfiction	2009	218	\$4,897	6.08
SPF -- Spanish Fiction	2008	959	\$20,139	10.70
SPNF, SPB -- Spanish Nonfiction & Biography	2008	1,701	\$34,726	12.93
VMF -- Vietnamese Fiction	2005	834	\$14,093	15.12
VMNF, VMB -- Vietnamese Nonfiction and Biography	2005	745	\$12,624	10.04
ESL (All materials)	2004	157	\$9,230	24.04

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CDF -- CD Fiction	2011	1,149	\$77,585	28.85
CDNF -- CD Nonfiction	2010	554	\$32,887	20.29
PL -- <i>Playaway</i> Nonfiction	2012	67	\$4,322	15.04
PLF -- <i>Playaway</i> Fiction	2014	392	\$29,818	17.67
SPCD -- Spanish CD	2009	72	\$5,314	8.69

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Nonfiction	2011	2,340	\$60,831	26.5
DVDF -- Fiction	2010	8,659	\$229,664	43.69
CHDVD -- Chinese	2004	55	\$1,551	3.25
SPDVD -- Spanish	2010	169	\$6,138	20.43
VMDVD -- Vietnamese	2006	94	\$3,726	22.48

Observations:

Nonfiction: Turnover has improved in all subjects since the 2011 report. None of the Dewey categories at the Central Library has high turnover compared with other circulation collection categories; however, many of the specific subjects embedded within each large category enjoy tremendous popularity. For example, humor books (817-818) are a quite popular part of the 800s, although the 800s as a whole check out very lightly. In all subject areas, attention should be paid as to how future titles will be needed in relation to previous popularity of similar titles.

Several categories have older average ages. Books in the 400s average 16 years old, and even 20 years old in the 800s. Many of these books are not necessarily outdated due to age or incorrect information, but it would still be a good idea to weed or replace older titles that aren't circulating.

Study guide purchase decisions will need to be evaluated on a test-by-test basis, as some test preparation books are far more popular than others. Because many study guides are purchased automatically through Brodart's continuations service, upward or downward adjustments to quantities of books ordered might be appropriate in the future depending on demand.

Fiction: Turnover in individual categories of adult fiction is similar throughout, with the two exceptions being paperback and large print books. Paperback demand has been decreasing over time, with the availability of e-books perhaps being an influence. It is recommended to continue to cut back on paperback purchasing, while focusing on the purchase of books by popular authors and series.

Large Print fiction enjoys a high turnover rate. Incrementally higher spending on large print should be considered.

To meet high demand, Central Library receives many more adult fiction titles than the branches. However, shelving is limited. Aggressive weeding will need to continue in the future to ensure room for new materials.

Based on anecdotal evidence of books patrons left on tables, Graphic Novel (comic book format) in-house usage is very high. Counting in-house uses of these materials, where feasible, would likely result in impressive numbers.

Foreign language: Foreign language print materials are aging and weeding is due in this area.

Spanish language fiction suffers low turnover. One unique factor at Central is that all adult foreign language titles are located downstairs, which might be affecting visibility of new titles and thus turnover. Display shelving of new titles, especially upstairs but even downstairs, may have a positive effect on circulations in this category.

Consolidation of the Chinese language collection at one location is recommended. Its use going forward should be closely evaluated.

Audio books: In contrast to the 2011 recommendations, CD audiobook turnover does not seem to have been negatively affected by the boom in popularity of downloadable audio books. They are remaining popular, even with newer technologies such as *Playaway* entering the collection. It is possible that this collection may require more shelf space at Central than currently allotted, and that it may not wane in popularity as rapidly as previously thought.

Playaway audiobook devices have entered the collection since the last report. Their turnover is lower than that of CD audio books. Their presence at NMLS is still relatively new, and spending on them is less than that of CDs. How their turnover changes over time will be worth watching. *Playaways* are available at the Central Branch and SGB; adding collections at NGB and WCB should be considered.

Spanish language audio books are not heavily used, and could be considered for future consolidation at a single branch, such as SGB, or removal from the collection altogether. In 2013, the Library discontinued its subscription to regular delivery of Spanish language audio books due to low patron demand.

DVD: The options for patron viewing of TV series and feature films have broadened considerably since the last report. Public usage of Netflix, Amazon Prime, and Hulu streaming services is now pervasive. Additionally, On Demand viewing options provided by cable/satellite companies allow patrons another avenue for watching shows and movies without physical media.

Likely because of these reasons, turnover of Central DVDs of feature films and television shows has dropped from 58 since the last report to 43 today. This is still the highest turnover of any adult category at the Central Library.

Vendors are beginning to develop platforms for streaming services to public libraries. Examples include Hoopla, developed by distributor Midwest Tape, and e-book giant *OverDrive*'s available library of video titles. The Library should continue to investigate vendors offering these services.

Foreign language DVD checkouts are fair in the Spanish and Vietnamese language collections, and poor in the Chinese language collection. Chinese language DVDs are a candidate for being removed as a collection. Many of the most popular Chinese language films are re-branded with English language titles, given on-screen subtitles, and when purchased, are made available to patrons in our Foreign DVD category upstairs. To be placed in our CHDVD location (or SPDVD or VMDVD), a film must have an untranslated title in the original language, including cover art text and description text. This is common with Vietnamese language films, less so with Spanish language films, and rare in Chinese language films. Few films are released each year with which to populate CHDVD. As of November 2016, less than four out of 55 Chinese language DVD titles at Central had checked out last year.

Lastly, Spanish language (SPDVD) and Vietnamese language (VMDVD) items may have increased turnover if shelved in English language DVD shelving. If that were to occur, though, they should stay in their own discrete sections within that shelving and remain clearly marked as Spanish language or Vietnamese language to assist patrons in locating the materials.

Children and Young Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2010	188	\$4,629	13.69
100s	2008	220	\$4,342	15.98
200s	2004	398	\$7,046	17.76
300s	2005	2,014	\$42,908	15.86
400s	2006	203	\$3,960	17.21
500s	2009	3,687	\$81,406	20.43
600s	2008	2,143	\$47,574	18.76
700s	2007	2,226	\$47,132	18.09
800s	2004	836	\$14,715	17.26
900s	2007	2,175	\$54,084	15.63
Biographies	2005	860	\$17,383	19.53

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Easy	2005	9,515	\$147,989	28.25
Easy Browsing	2012	707	\$5,243	14.20
Easy Reader	2005	2,541	\$34,137	34.78
Juvenile -- Graphic Novels	2012	1,704	\$23,664	27.11
Young Adult-- Graphic Novels	2011	3,837	\$51,858	23.64
Young Adult-- Fiction	2012	3,130	\$52,823	20.12
Young Adult-- Paperback	2009	328	\$3,034	16.81
Juvenile -- Fiction	2007	7,609	\$113,414	23.89
Juvenile -- Paperback	2009	1,865	\$10,679	25.14

Foreign Language

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Spanish Easy	2008	1,327	\$18,342	26.03
Spanish Juvenile Fiction	2007	368	\$4,540	23.82
Spanish Juvenile Nonfiction	2010	1,537	\$30,592	21.85
Vietnamese Easy	2003	44	\$494	27.11
Vietnamese Juvenile Fiction	1999	85	\$169	12.54
Vietnamese Nonfiction	2003	11	\$146	12.36
Chinese Juvenile	2001	6	\$101	11.00

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Read Along CDs	2002	245	\$6,125	36.13
Juvenile -- Audio books	2007	479	\$17,342	22.03
Young Adult -- Audio books	2011	145	\$5,686	14.33
Juvenile -- <i>Playaways</i>	2013	245	\$13,435	10.00
Young Adult -- <i>Playaways</i>	2013	223	\$15,152	8.10

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Juvenile Fiction	2011	2,331	\$42,021	43.78
DVD -- Juvenile	2008	439	\$11,664	33.73

Nonfiction				
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Observations:

Nonfiction: Since 2011, the last collection analysis, the juvenile nonfiction collection has decreased by 16,640 volumes or 53% while increasing the turnover rate to 18.03 from 11.1. This collection is expected to maintain its size over the next five years as the Library continues to purchase materials in high demand and supplement less sought after materials with information from online sources and interlibrary loan. The materials in the 300s and 600s are over the average age requirements according to the CREW manual. Weeding in these areas is recommended.

Fiction: With the exception of the board books, turnover has increased in all collections. The most significant growth has been in the graphic novel collection. These collections have grown from a combined 2,930 items to 5,541 items, an increase of 89%. According to *collectionHQ* reports, the young adult graphic novels are consistently understocked despite the regular purchasing of new materials. The fiction collections need to be continuously and ruthlessly weeded to keep current and popular titles available for patrons.

Foreign Languages: Central's Spanish language collection has the highest turnover rate in the System. This collection needs to be continuously monitored for wear and new materials purchased on a regular basis. The other foreign language collections at Central need to be moved to other branches where they may circulate better. The Chinese language materials need to be moved to NGB and the Vietnamese language materials need to be divided and sent to NGB and WCB, where the collection may be more popular. The extra shelf space should be used for growing the Spanish language section.

Audio books: Since the previous analysis, the Library system has added *Playaways* to the Central and SGB locations. The turnover rate is still low compared to the other forms of media, but since this is still a new collection, it is recommended to continue with this collection and revisit it in five years during the next analysis. The Read-Along CDs have the highest turnover rate and it is recommended that this collection be expanded to accommodate the demand.

DVDs: The feature films and the nonfiction films check out well. These titles should be replaced for wear and new titles added on a regular basis.

North Garland Branch Library Analysis

Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2010	285	\$7,915	14.75
100s	2007	333	\$6,707	19.68
200s	2006	327	\$6,943	19.35
300s	2008	822	\$18,841	12.94
400s	2004	143	\$2,350	15.96
500s	2004	277	\$6,363	16.35
600s	2009	2,439	\$54,466	14.9
700s	2006	1,029	\$24,060	15.96
800s	1999	293	\$5,714	14.38
900s	2003	692	\$18,429	11.95
Biographies	2001	222	\$5,540	17.82
Study Guides	2013	159	\$4,268	11.94
Large Print*	2011	53	\$1,625	12.72

*Includes Large Print Biographies

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Fiction	2011	4,586	\$105,573	16.89
Mysteries	2011	1,537	\$38,014	18.85
Science Fiction	2011	481	\$12,387	11.65
Westerns	2007	83	\$2,008	14.30
Graphic Novels	2012	366	\$7,401	11.01
SS	2003	31	\$675	15.29
Paperbacks	2012	1,051	\$8,172	7.63
Large Print	2010	432	\$13,469	16.76

Foreign Language & ESL

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CHF -- Chinese Fiction	2010	139	\$2,928	5.20
CHNF -- Chinese Nonfiction	2010	157	\$3,441	11.65
SPF -- Spanish Fiction	2009	150	\$3,159	8.36
SPNF, SPB -- Spanish Nonfiction & Biography	2010	421	\$8,130	8.67
VMF -- Vietnamese Fiction	2007	592	\$10,380	18.58
VMNF, VMB -- Vietnamese Nonfiction and Biography	2008	406	\$7,374	12.61
ESL (All materials)	2005	104	\$4,908	19.64

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CDF -- CD Fiction	2009	792	\$60,152	28.1
CDNF -- CD Nonfiction	2009	135	\$6,913	22.07
SPCD -- Spanish CD	2009	7	\$468	12

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Nonfiction	2010	664	\$16,475	19.98
DVDF -- Fiction	2010	3,284	\$80,376	44.97
CHDVD -- Chinese	2004	11	\$322	9.55
SPDVD -- Spanish	2009	38	\$899	19.05
VMDVD -- Vietnamese	2006	35	\$1,400	40

Observations:

As noted in the 2011 report, a problem at this branch is shelving space, or space in general. Collections for all age groups need to be rigorously weeded and only popular materials kept in order to have a relevant collection without running out of space.

Nonfiction: Guidance from the 2011 report indicated that adult nonfiction categories including the 300s and 600s are larger collections with relatively low turnover. Much weeding and purchasing has taken place since then, but the advice is still sound. Currently these categories, as well as the 900s, are overstocked and should be evaluated and weeded.

NGB is probably receiving too many copies of the most popular study guides, such as the SAT, ACT, and GED. Adjusting these order quantities down will hopefully increase the turnover rate of the study guides category with time.

Foreign Language: Due to the large population of Hispanics in Garland, Spanish language collections are located at all four libraries. For the much smaller Asian population, smaller collections are appropriate. Currently, the two Chinese language collections are at the Central Library and NGB. The small Chinese language collection at NGB has a much higher turnover rate than the Central Library's larger collection. Because both collections may be too small to attract interest, it is recommended that the collections be combined and located at NGB.

Spanish language books are checking out lightly at this location. The Vietnamese language collection, even though a few years older on average, enjoys much higher turnover than Spanish language. Increased Spanish language buying could be used to gauge NGB interest in Spanish language materials.

Children and Young Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2010	110	\$2,706	17.56
100s	2009	102	\$1,993	15.54
200s	2006	133	\$2,467	15.59
300s	2006	645	\$12,973	15.07
400s	2006	95	\$1,814	17.74
500s	2008	1,595	\$33,405	21.64
600s	2008	1,009	\$1,044	16.11
700s	2008	1,028	\$20,881	16.77
800s	2004	316	\$5,226	18.59
900s	2008	775	\$19,980	11.50
Biographies	2006	355	\$6,227	16.56

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Easy	2005	9,515	\$147,989	28.25
Easy Browsing	2010	707	\$5,243	14.20
Easy Reader	2006	2,541	\$34,137	34.78
Juvenile -- Graphic Novels	2012	1,704	\$23,664	27.11
Young Adult -- Graphic Novels	2010	3,837	\$51,858	23.64
Young Adult-- Fiction	2012	3,130	\$52,823	20.12
Young Adult-- Paperback	2011	328	\$3,034	16.81
Juvenile -- Fiction	2008	7,609	\$113,414	23.89
Juvenile -- Paperback	2010	1,865	\$10,679	25.14

Foreign Language

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Spanish Easy	2008	451	\$5,553	19.51
Spanish Juvenile Fiction	2008	142	\$1,637	16.01
Spanish Juvenile Nonfiction	2010	456	\$8,905	13.98
Vietnamese Easy	2004	41	\$468	22.27
Vietnamese Juvenile Fiction	2004	38	\$668	11.32
Vietnamese Nonfiction	2001	61	\$775	16.13
Chinese materials	2000	21	\$380	6.57

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Read Along CDs	2002	66	\$1,441	55.33
Juvenile -- Audio books	2008	142	\$4,905	24.47
Young Adult-- Audio books	2009	82	\$4,146	14.74

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Juvenile Fiction	2011	1,492	\$27,122	37.14
DVD -- Juvenile Nonfiction	2008	106	\$2,360	28.48

Observations:

Nonfiction: The juvenile nonfiction section has decreased by 25% since 2001 and the collection turnover rate has improved in all collections. However, the average age in certain Dewey sections is too high. Nonfiction needs to be continuously monitored by using the CREW method to keep materials up to date. It is recommended that a heavy weed be done and more current materials purchased for this location.

Fiction: The juvenile fiction and easy reader titles are experiencing exceptional turnover rates and newer titles need to be continuously added. The fiction collections are right where they need to be in amount and turnover.

Foreign Language: The NGB Spanish language collection is the smallest in the System. The recommendation is to keep it at this size. The Library should purchase titles popular in English language for the Spanish language collection as demand dictates. NGB has a small collection of juvenile Chinese language materials. The turnover rate is low. Increased purchases of popular children's Chinese language materials should be pursued for the NGB to gauge the true interest in the collection.

Audio books: The Read-Along CD turnover rate is exceptional at 55%. Expanding this collection should be considered since there does not appear to be enough materials to meet demand.

DVDs: There is a healthy turnover rate for feature films and nonfiction. Since NGB has limited space, DVDs should be continuously checked for wear. Older titles should not be replaced, but new popular titles should be purchased for the branch.

South Garland Branch Library Analysis

Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2009	438	\$12,177	17.62
100s	2008	523	\$11,140	19.71
200s	2007	735	\$15,437	21.04
300s	2008	1,728	\$41,643	14.81
400s	2004	213	\$3,513	21.69
500s	2005	476	\$11,089	17.49
600s	2008	4,257	\$97,034	17.86
700s	2006	2,254	\$54,465	19.09
800s	2000	868	\$17,514	14.87
900s	2005	1,544	\$38,531	15.17
Biographies	2005	325	\$8,581	18.88
Study Guides	2012	230	\$6,561	14.74
Large Print*	2007	90	\$2,635	21.23

*Includes Large Print Biographies

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Fiction	2013	6,131	\$134,563	13.90
Mysteries	2012	1,811	\$43,384	16.28
Science Fiction	2012	654	\$16,278	12.36
Westerns	2009	126	\$3,082	16.51
Graphic Novels	2013	620	\$12,456	10.97
Short Stories	2008	43	\$899	18.02
Paperbacks	2012	2,178	\$16,906	8.43
Large Print	2010	706	\$21,649	24.13

Foreign Language & ESL

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
SPF -- Spanish Fiction	2011	384	\$7,858	8.98
SPNF, SPB -- Spanish Nonfiction & Biography	2011	692	\$14,019	11.46
ESL (All materials)	2005	104	\$5,178	23.91

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CDF -- CD Fiction	2011	958	\$63,268	28.6
CDNF -- CD Nonfiction	2010	267	\$14,343	21.97
PL -- <i>Playaway</i> NF	2013	12	\$780	16.33
PLF -- <i>Playaway</i> Fiction	2014	112	\$8,680	13.95
SPCD -- Spanish CD	2009	26	\$2,018	9.92

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Nonfiction	2011	1,434	\$36,983	23.6
DVDF -- Fiction	2011	5,593	\$149,878	41.72
SPDVD -- Spanish	2011	117	\$2,853	25.23

Observations:

Nonfiction: SGB nonfiction enjoys a turnover rate on par with the Central Library's collection, and is roughly half the size. Careful choices will need to continue to be made about which titles are appropriate for a branch collection when buying for SGB, even though it is the largest branch. More specialized and valuable books should be considered Central-only purchases, with few exceptions for high-turnover categories.

Fiction: Adult Fiction at SGB has been recently and aggressively weeded. Circulation is high for bestsellers and large print titles. Fiction book series need to be carried here along with Central, where circulation warrants.

Foreign Language: SGB has a Spanish language collection, as well as English-as-a-Second-Language (ESL) collection. Spanish language materials turnover is lower than that at Central. Usage of the collection may increase if new materials are added.

Audio books and DVDs: These sections are circulating well and materials should continue to be purchased at the same rate. The only exception is Spanish language CD audio books, as discussed previously in Central Library observations.

Children and Young Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2011	110	\$2,748	13.04
100s	2008	129	\$2,510	19.09
200s	2003	239	\$4,515	19.61
300s	2006	1,033	\$21,087	16.27
400s	2007	102	\$1,977	16.34
500s	2010	2,165	\$47,145	18.15
600s	2009	1,250	\$27,566	16.23
700s	2009	1,252	\$27,067	17.23
800s	2006	366	\$6,423	18.30
900s	2009	967	\$24,436	14.27
Biographies	2006	503	\$9,378	17.47

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Easy	2005	6,761	\$106,087	29.23
Easy Browsing	2012	581	\$4,094	15.07
Easy Reader	2007	1,359	\$18,111	34.49
Juvenile -- Graphic Novels	2012	1,132	\$15,361	24.20
Young Adult -- Graphic Novels	2010	979	\$11,817	23.29
Young Adult -- Fiction	2012	1,109	\$18,944	21.33
Young Adult -- Paperback	2011	75	\$701	20.29
Juvenile -- Fiction	2008	4,691	\$71,418	25.06
Juvenile -- Paperback	2010	1,149	\$6,763	24.50

Foreign Language

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Spanish Easy	2009	1,014	\$13,847	19.71
Spanish Juvenile Fiction	2007	334	\$3,930	19.56
Spanish Juvenile Nonfiction	2011	1,124	\$23,986	13.16

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Read Along CDs	2002	120	\$2,674	21.66
Juvenile -- Audio books	2006	277	\$8,875	29.35
Young Adult -- Audio books	2011	70	\$2,689	16.17
Juvenile -- <i>Playaways</i>	2014	83	\$4,764	13.11
Young Adult -- <i>Playaways</i>	2013	56	\$3,999	13.38

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Juvenile Fiction	2012	1,608	\$28,030	37.42
DVD -- Juvenile Nonfiction	2008	297	\$7,424	28.58

Observations:

Nonfiction: The SGB nonfiction turnover is excellent. Because the collection is heavily used, it should be kept up-to-date by weeding using CREW guidelines. The titles worn with use should be replaced.

Fiction: This section is a healthy size with good turnover. The collection needs to be maintained through CREW guidelines. The graphic novel collections have substantially increased in size. The turnover in these collections is high. It is important to keep adding new popular materials to the graphic novel collection to keep up patron demand.

Foreign Language: Spanish language materials check out well at this branch. This collection needs to be maintained at current levels.

Audio books: Juvenile audio books and *Playaways* have higher turnovers at SGB than any of the other three locations. Special attention needs to be paid to these collections with more new materials being ordered to meet the demand.

DVDs: The Library should maintain this collection at its current size.

Walnut Creek Branch Library Analysis

Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2011	113	\$2,888	7.41
100s	2007	202	\$3,957	14.04
200s	2008	227	\$4,736	12.33
300s	2008	442	\$9,972	9.37
400s	2006	119	\$1,942	13.5
500s	2006	174	\$4,224	12.14
600s	2008	1,600	\$34,876	11.93
700s	2005	562	\$12,457	13.87
800s	2000	239	\$4,323	10.5
900s	2005	287	\$6,920	8.85
Biographies	2005	72	\$1,693	10.65
Study Guides	2014	77	\$2,020	6.29
Large Print*	2007	30	\$843	8.03

*Includes Large Print Biographies

Adult Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Fiction	2001	3,354	\$77,882	12.36
Mysteries	2010	816	\$20,414	14.06
Science Fiction	2011	171	\$4,365	8.57
Westerns	2010	39	\$952	8.15
Graphic Novels	2013	151	\$3,291	10.40
Short Stories	2005	11	\$206	12.09
Paperbacks (all)*	2012	686	\$5,361	6.77
Large Print	2009	433	\$13,282	11.84

*All except Juvenile Fiction

Foreign Language & ESL

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
SPF -- Spanish Fiction	2007	504	\$10,297	12.88
SPNF, SPB -- Spanish Nonfiction & Biography	2007	812	\$15,349	16.83
VMF -- Vietnamese Fiction	2005	835	\$13,713	19.9
VMNF, VMB -- Vietnamese Nonfiction and Biography	2006	606	\$10,389	13.58
ESL (All materials)	2004	219	\$13,030	27.35

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
CDF -- CD Fiction	2009	592	\$43,045	16.99
CDNF -- CD Nonfiction	2007	88	\$4,642	14.91
SPCD -- Spanish CD	2009	24	\$2,002	5.46

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Nonfiction	2011	396	\$10,997	20.77
DVDF -- Fiction	2011	2,239	\$54,786	42.97
SPDVD -- Spanish	2010	98	\$2,246	19.17
VMDVD -- Vietnamese	2006	107	\$3,971	28.1

Observations:

Nonfiction: WCB nonfiction has poor turnover in most subject areas. . It is the only branch with notably poor NF circulation. Due to its limited shelf space, it is recommended that selection of materials focus on bestsellers and high demand categories, such as medicine, cooking, and spirituality. WCB patrons will always have the option to retrieve materials from other branches.

The 2011 report made the recommendation of limiting branch nonfiction collections to materials five years old or newer. It may be worth revisiting implementation of this at NGB and WCB.

Fiction: Fiction turnover at WCB is relatively poor, as compared to the other branches. The figures above reflect recent weeding of the branch's collection. Materials selection should focus on titles of great popularity and notoriety.

Foreign Language: Due to demographics of the area served by WCB, the foreign language and ESL collections are well-used, despite the high average age of materials. Weeding should be done of older materials. Purchasing of Spanish language and Vietnamese language materials should continue.

Audio books: Audiobook turnover is somewhat lower at WCB than at other locations. As with Fiction and Nonfiction, materials selection should focus on popular titles that are more likely to circulate.

DVDs: DVD turnover is relatively high in all areas. WCB enjoys very high circulation of feature films and TV series. Nonfiction DVD turnover reflects the presence of films of the broadest general interest and current selection practices should continue. Vietnamese language DVD turnover indicates a particular strength of WCB's collection.

Children and Young Adult Circulating Collections

Nonfiction

Dewey Decimal Classification	Average Year of Publication	Items	Purchased Value	Turnover Rate
000s	2010	93	\$2,365	13.04
100s	2009	68	\$1,399	12.60
200s	2007	86	\$1,612	9.87
300s	2008	485	\$9,718	12.20
400s	2006	70	\$1,292	13.19
500s	2009	1,011	\$20,957	12.87
600s	2009	685	\$14,549	11.27
700s	2009	834	\$16,929	14.71
800s	2007	142	\$2,422	13.89
900s	2009	548	\$13,954	6.40
Biographies	2005	263	\$4,368	10.47

Fiction

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Easy	2004	1,956	\$28,091	20.90
Easy Browsing	2010	412	\$2,579	11.48
Easy Reader	2008	1,283	\$16,377	22.53
Juvenile -- Graphic Novels	2012	1,132	\$15,119	20.56
Young Adult -- Graphic Novels	2009	789	\$9,290	24.51
Young Adult -- Fiction	2011	815	\$13,614	19.14
Young Adult -- Paperback	2011	66	\$631	13.56
Juvenile -- Fiction	2009	2,292	\$33,915	19.88
Juvenile -- Paperback	2010	900	\$5,100	20.81

Foreign Language

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Spanish Easy	2008	1,208	\$16,503	22.48
Spanish Juvenile Fiction	2007	228	\$2,661	15.27
Spanish Juvenile Nonfiction	2009	735	\$14,405	15.05
Vietnamese Easy	2004	39	\$394	8.18
Vietnamese Juvenile Fiction	2003	34	\$579	10.56
Vietnamese Juvenile Nonfiction	2001	73	\$962	13.32

Audio books

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
Read Along CDs	2005	95	\$1,821	16.62
Juvenile -- Audio books	2007	96	\$3,421	17.32
Young Adult -- Audio books	2010	55	\$2,723	9.53

DVDs

Genre	Average Year of Publication	Items	Purchased Value	Turnover Rate
DVD -- Juvenile Fiction	2011	1,241	\$22,506	35.10
DVD -- Juvenile Nonfiction	2009	84	\$1,624	32.69

Observations:

Nonfiction: Juvenile nonfiction at WCB has the lowest turnover rate of all four locations. Outdated titles have been removed and the collection is somewhat smaller; this has improved the turnover rate in the past five years. Additional weeding is recommended, with only popular titles being kept. This collection should be supplemented with databases and online resources.

Fiction: The Easy collection has been reduced significantly since 2011 and turnover has improved. The other collections have remained about the same size. Turnover has improved but it is recommended that heaving weeding continue. WCB should focus on current popular titles.

Foreign Languages: The Spanish language materials at WCB need to be continuously replaced and new materials purchased. The Spanish language juvenile nonfiction was moved within the last year from the adult section to the juvenile section. Since the move, circulation of these materials has increased.

Audio books: Audio books do not check out as well at WCB in comparison to the other locations. Due to WCB's limited space, selection should focus on popular titles only, with heavy weeding to create shelf space. The young adult audiobook collection does not circulate and should be considered for elimination so that more popular titles can be added in other collection areas.

DVDs: This collection should remain at its current size as turnover rate is good. Materials should be weeded for condition and new films purchased for the collection.

The Library Online

OverDrive

OverDrive e-books and downloadable audio books have enjoyed massive circulation growth since the last strategic plan was issued. There are a number of factors driving this. During this five year period, many new devices have been released to the public on which e-books and downloadable audio books can be read and listened. As the technology has become more mainstream, the price of technology equipment has dropped. Smartphones with touchscreens, now almost ubiquitous among patrons, offer the same capability for e-books as large tablets and home computers. For their part, *OverDrive* has greatly simplified the process a patron must go through to check out a book, including updated mobile and web applications.

In 2013, the Library began purchasing both “one-copy, one-user” titles (e-books and downloadable audio books), which are owned in perpetuity, and “metered” titles (e-books only), which are leased for a fixed period or number of circulations. The ability to lease metered titles opened the Library’s collection to a number of publishers not available before, greatly increasing the e-book collection’s depth and breadth.

As the following chart shows, *OverDrive* usage has continued to grow, and its growth is an important piece of the Library’s overall circulation story. This collection should continue to be generously developed.

<i>OverDrive</i> Usage by Year	2012	2013	2014	2015
Totals	66,536	78,736	108,124	140,434
% Change		18%	37%	30%

GVRL

Gale Virtual Reference Library (GVRL) is the Library’s primary platform for digital reference materials. Selectors choose full-length digital books and encyclopedias for inclusion in the Library’s unique GVRL collection.

GVRL titles are often originally published in print, or published simultaneously with print. Titles owned by the Library in GVRL are identical in scope and depth of content to the types of materials that could be purchased in print for the reference shelves. Additionally,

the ability through the *GVRL* interface to perform full-text searching among all the titles in the collection is powerfully convenient, and is a distinct advantage over usage of individual print reference titles.

GVRL does suffer some disadvantages when compared to traditional print reference. First, not all publishers make their content available on the *GVRL* platform. Second, some print reference works do not lend themselves to digital adaptation, such as heavily illustrated volumes, atlases, etc. Lastly, usage of *GVRL* requires continuous Internet access.

<i>GVRL</i> Usage by Year		
Year	Full Text Retrievals	Searches
2012	913	1,072
2013	621	951
2014	928	1,006
2015	1,084	929

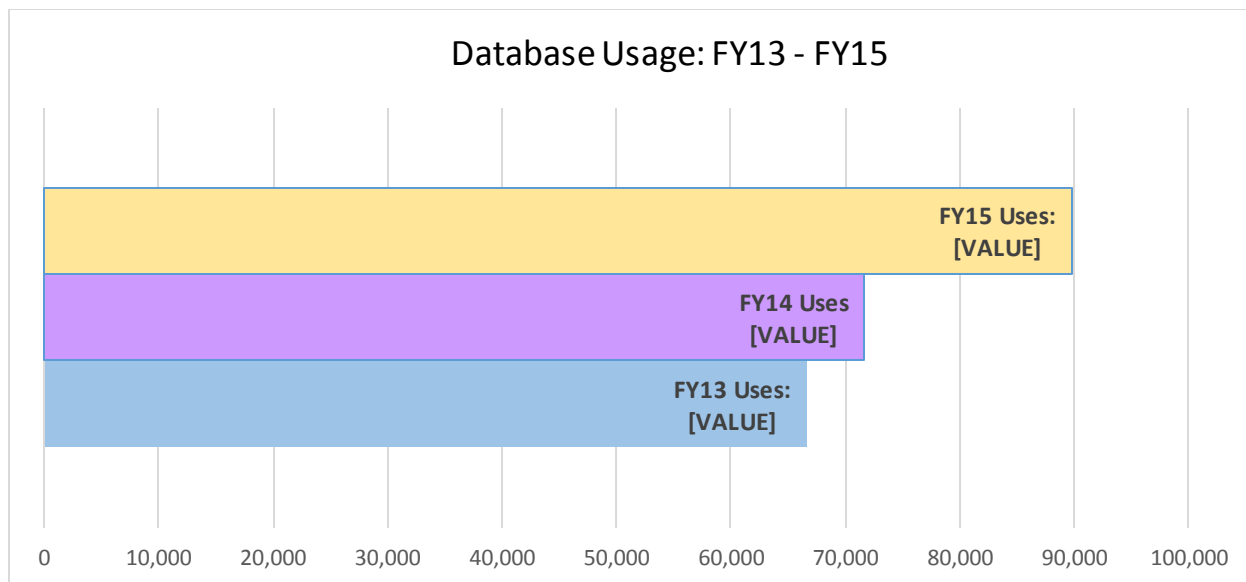
TexShare Databases

TexShare Databases are a collection of online resources subscribed through the Texas State Library and Archives Commission. These resources complement an already well-rounded collection. *TexShare Databases* provide resources for all Texas libraries including public, academic, and special, with a broader wealth of resources otherwise unaffordable. Funding is dependent on the Texas State Legislature, so defunding and possible loss of the resources is possible.

Library Databases

Usage of *The Library Online* continues to be strong. One of the most heavily used databases is Brainfuse's *HelpNow*, for online tutoring, plus skills building, flashcards, writing labs and practice tests. Other popular databases include *OverDrive*, *SAMS Photofact*, *Library Elf* and *Mango Languages*. Historically, usage for all databases has climbed every year.

In addition, inflationary costs have put a burden on a stagnant Online Resource budget. An increase in this budget is recommended to cover inflationary costs of online databases.



NOTE: When an important, new database becomes available that the Library needs to add for patrons, a decision must be made about whether or not to eliminate a current database to add a new one. Because funds for databases have remained flat, the resources cannot be expanded in response to patron demand. Instead, of the expected growth of this collection, databases that would have been kept, were eliminated to purchase other databases. Eliminated databases during this time period include *Ancestry Library Edition* and *Press Display*.

Discovery Service

The Library lacks an online *discovery service* that can index all formats when a patron does a search. Currently, a search of the Library's catalog will yield books and media on a topic without alerting the borrower that there are valuable, authoritative articles and information available in subscription online resources. With a *discovery service*, the borrower can check a single search box and find everything available from *The Library Online*. Currently, this requires a separate search of each database and a search of the Library's catalog. There are over 80 databases that are available to the public. Carrollton already has a *discovery service*; Fort Worth and Plano are in the process of acquiring one now.

Five-Year Strategic Recommendations

System-wide:

- Purchase with the intent to circulate mobile hotspots, tablet and laptop computers. Internet access is needed for patrons to be able to utilize online and digital content.
- Increase Spanish language materials collection, with emphasis on the juvenile collection.
- Continue to use analytic software to size and locate foreign language collections materials appropriately.
- Increase spending for databases and services to keep up with steady usage and inflation.
- Consider adding a popular digital magazine/newspaper service as provided by many area libraries.
- Consider adding a popular streaming service for movies, audiobooks and music.
- Reduce the size of branch library reference collections and consider reallocating more space for public seating. Some of these materials can be located through *The Library Online*.
- Begin to collect in-house use statistics (particularly for reference materials) to consider whether branch collections should offer mostly high-demand materials.
- Establish collection age limits for branch collections.
- Continue using *collectionHQ* to identify areas which are overstocked and areas in which more materials need to be purchased.
- Use new *collectionHQ* feature My Schedule to help Branch staff manage their collections.
- Expand *Playaway* format to all locations.
- Investigate and implement Discovery Service for Fiscal Year 2018-2019

Central Library:

- As the reference collection decreases in size, all categories of reference materials should be relocated to the same shelving area, including R (Reference), GENR (Genealogy), BR (Business), and Chilton manuals.
- Place the Spanish language and Vietnamese language DVDs upstairs along with the general DVD collection.

North Garland Branch:

- Decrease the size of the collections to focus on popular materials.
- Obtain appropriate space-saving shelving for children's materials.
- Increased purchases of popular Chinese language materials should be pursued for the North Garland Branch to gauge the true interest in the collection.

South Garland Branch:

- Consider adding more shelving to the teen area.
- Increase shelving in the Adult Fiction area.

Walnut Creek Branch:

- Decrease the size of the collections to focus on popular materials.
- Consider purchase of tablet PCs or laptops to extend access to *The Library Online's* downloadable materials and database services.
- Obtain appropriate space-saving shelving for children's materials.

Appendix A

Children's Book Sale Trends

<http://www.publishersweekly.com/pw/by-topic/childrens/childrens-industry-news/article/66291-children-s-print-book-sales-buck-the-trend.html>

“In spite of this growth in e-books, print remains the touchstone for children and families. Our research tells us that parental attitudes towards print have strengthened at the same time as they have increased their own e-book purchases. All physical formats of children's books in the U.S. have grown, but board books have seen 22% compound growth over the last three years. Increasingly we see parents in mature economies invested in younger children's literacy. The growth we are witnessing is across all children's categories including the nonfiction categories – we have Star Wars branded Lego books and Disney Princesses as celebrity chefs!”

Appendix B

Guidelines for Weeding

CREW (Continuous Review, Evaluation and Weeding): A Weeding Manual for Modern Libraries. www.tsl.state.tx.us/ld/pubs/crew/index.html

Texas State Library and Archives Commission

Pages 52-53 of CREW:

MUSTIE is the acronym for six negative factors that make books and other materials prime candidates for weeding.

MUSTIE:

M: Misleading (and/or factually inaccurate). Weed outdated editions and books that are no longer accurate. Pay special attention to areas where information has changed recently or where it changes rapidly, like in medicine and travel.

U: Ugly Not relevant to e-books.

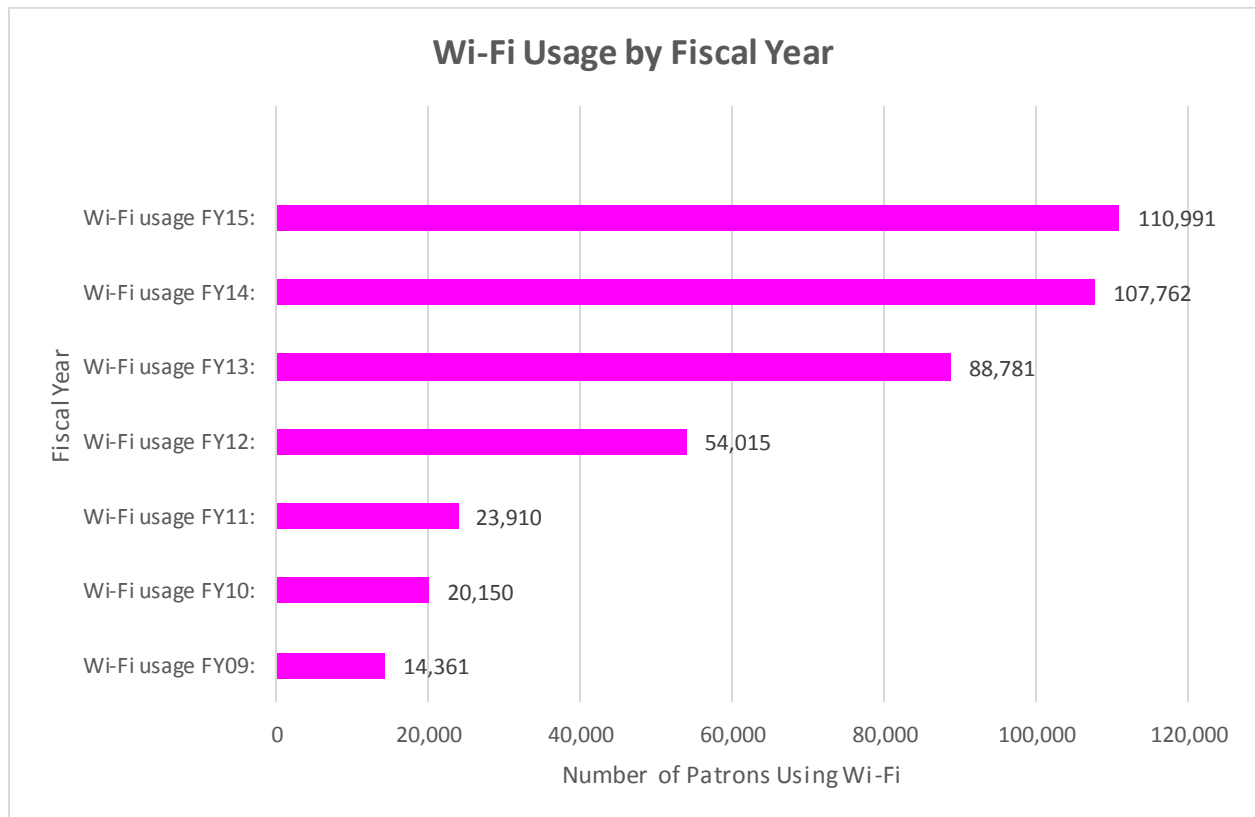
S: Superseded (by a truly new edition or by a much better book on the subject). Especially for reference materials, test guides, and travel manuals, weed older editions. Most public libraries don't need to keep older editions for research value.

T: Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past). Weed older titles that were of fleeting interest or are about outdated popular culture.

I: Irrelevant to the needs and interests of your community. Even e-books should be expected to circulate or be used online at least once every few years. Also weed self-published e-books that are not circulating.

E: The material or information may be obtained expeditiously **Elsewhere**. Especially for items available at no cost, such as through Project Gutenberg, don't clutter the library catalog with material that is not being used or is out of date. On the other hand, you may decide to weed some physical copies of classic literature that are infrequently used if the books are available through a free e-book source like Project Gutenberg.

Appendix C





GARLAND POLICY REPORT

City Council Work Session Agenda

2.c.

Meeting Date: June 5, 2017

Item Title: Abandonment of Drainage Easement Off Lake Front Trail in the Hillside on the Lake No. 2 Subdivision

Submitted By: Michael Polocek, Engineering Director

Council Goal: Sustainable Quality Development and Redevelopment
Financially Stable Government with Tax Base that Supports Community Needs
Safe, Family-Friendly Neighborhoods

ISSUE

Consider the abandonment of a 20 foot wide Drainage Easement in the proposed Hillside on the Lake No. 2 subdivision to M/I Homes of DFW, LLC.

OPTIONS

1. Abandon the easement.
2. Take no action.

RECOMMENDATION

Approve Option 1. Unless otherwise directed by the Council, this item will be scheduled for formal consideration at the June 20, 2017 Regular Meeting.

BACKGROUND

On February 26, 2013, the City acquired a drainage easement, at no charge to the City, as part of the development of the Hillside on the Lake subdivision. The easement is located on the vacant tract of land now being developed as Hillside on the Lake No. 2. At the time the drainage easement was required by the City for the construction of a graded swale for offsite drainage conveyance from the first phase of the development toward Lake Ray Hubbard. The swale and easement were intended to be temporary until subsequent drainage improvements were installed during the second phase of the tract development.

The second phase of the tract development, Hillside on the Lake No. 2, is currently being developed over the existing drainage easement. A proposed residential lot would be partially encumbered by the existing drainage easement. The proposed Final Plat for the Hillside on the Lake No. 2 will reflect the approved plans for the site, and will extend the existing storm sewer system through the subdivision street right-of-way dedicated to the City.

Council action is required to abandon the easement.

CONSIDERATION

The current configuration of the drainage easement is no longer required due to improvements being constructed by the developer. The improvements include the extension of the underground drainage system through the subdivision. The abandonment would allow the developer to construct a residential home on a partially encumbered lot and better utilize the property.

Attachments

Exhibit A

Location Map

DRAINAGE EASEMENT

STATE OF TEXAS
KNOW ALL BY THESE PRESENTS:
COUNTY OF DALLAS

§
§
§

That Onyx Builders, L.L.C., a Texas limited liability company ("Grantor") [whether one or more], for and in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration to Grantor(s), including the benefits to be obtained by Grantor(s) by reason of the construction of the improvements contemplated herein, the sufficiency of which is hereby acknowledged, paid in hand by the City of Garland, Texas, a Texas home-rule municipality, ("Grantee"), has GRANTED AND CONVEYED, and by these presents does GRANT AND CONVEY unto Grantee a perpetual privilege, right, and easement (the "Easement") in and to those certain lots, tracts, or parcels of land situated in the County of Dallas, State of Texas, and more particularly described in Exhibit A attached hereto and incorporated herein by reference (the "Easement Area").

The Easement hereby granted is for the purpose of giving to Grantee, its successors and assigns, the right to:

- (1) construct, reconstruct, alter, rebuild, and perpetually maintain drainage facilities over, under, upon, across, and within the Easement Area;
- (2) divert, re-channel, or alter the course of the drainage of surface or flood waters within the Easement Area, including the right to increase the rate, efficiency or effectiveness of drainage flows by removing soil, trees or any other type of drainage impediments within the Easement Area; and
- (3) the right to enter the Easement Area to inspect, operate, repair, replace and remove those drainage facilities.

TO HAVE AND TO HOLD the Easement, together with all and singular the rights and appurtenances thereto and in anywise belonging unto Grantee, its successors, assigns, and the public forever.

EXECUTED this the 26 day of February, 2013.

GRANTOR: Onyx Builders, L.L.C
a Texas limited liability company

By: [Signature]

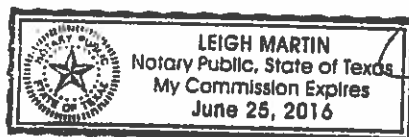
ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF DALLAS §

This instrument was acknowledged before me on the 26 day of February, 2013, by

James S. Gee

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 26 day of February, 2013.



[Signature]
Notary Public in and for the State of Texas

Leigh Martin
Typed or Printed Name of Notary

My Commission Expires: 06/25/16

Exhibit A

EXHIBIT A

FIELD NOTES

20' DRAINAGE EASEMENT

BEING a 3012 Square feet or 0.0691 Acres tract of Land situated in the John Little Survey, abstract No. 761, City Of Garland, Dallas County, Texas, said tract being a portion of that tract of land conveyed to Onyx Builders, LLC, a Texas limited liability company, according to the Special Warranty Deed With Vendor's Lien recorded in Document Number 201200042541 of the Official Public Records of Dallas County, Texas (OPRDCT), said tract being more particularly described as follows:

Commencing at the intersection of the northwesterly line of Rowlett Road, and the northeasterly line of Roan Road (a 92' ROW), an "X" in concrete sidewalk found at corner, from which the City Of Garland GPS brass monument No. 088 found in concrete bears S 16° 09' 20" W, a distance of 124.01 feet;

THENCE, N 14° 14' 48" W, a distance of 671.19 feet to the **Place of Beginning** of the here-in described tract of land as located on the easterly line of a proposed 50 feet wide public Right-of-Way;

THENCE, N 04° 40' 22" W, along said proposed public Right-Of-Way easterly line, a distance of 20.00 feet;

THENCE, N 85° 55' 19" E, leaving said proposed Right-Of-Way easterly line, a distance of 20.70 feet;

THENCE, around a tangent curve to the left having a central angle of 74° 29' 10", a radius of 90.00 feet and a chord of N 48° 40' 50" W – 108.93 feet, an arc distance of 117.00 feet:

THENCE, S 78° 33' 48" E, a distance of 20.00 feet;

THENCE, around a non-tangent curve to the right having a central angle of 74° 29' 10", a radius of 110.00 feet and a chord of S 48° 40' 50" W – 133.14 feet, an arc distance of 143.00 feet:

Exhibit A

EXHIBIT A

FIELD NOTES

20' DRAINAGE EASEMENT

THENCE, S 85°55'19" W, a distance of 20.49 feet to the Place Of Beginning with the subject tract containing 3012 Square Feet or 0.0691 Acres of Land.

Bearings for this description are based on the control monuments found and the subject tract deed for Onyx Builders, L.L.C. recorded in County Clerk Instrument No. 201200042541 of the Official Public Records of Dallas County, Texas.



Gregory A. McCall
02/21/13



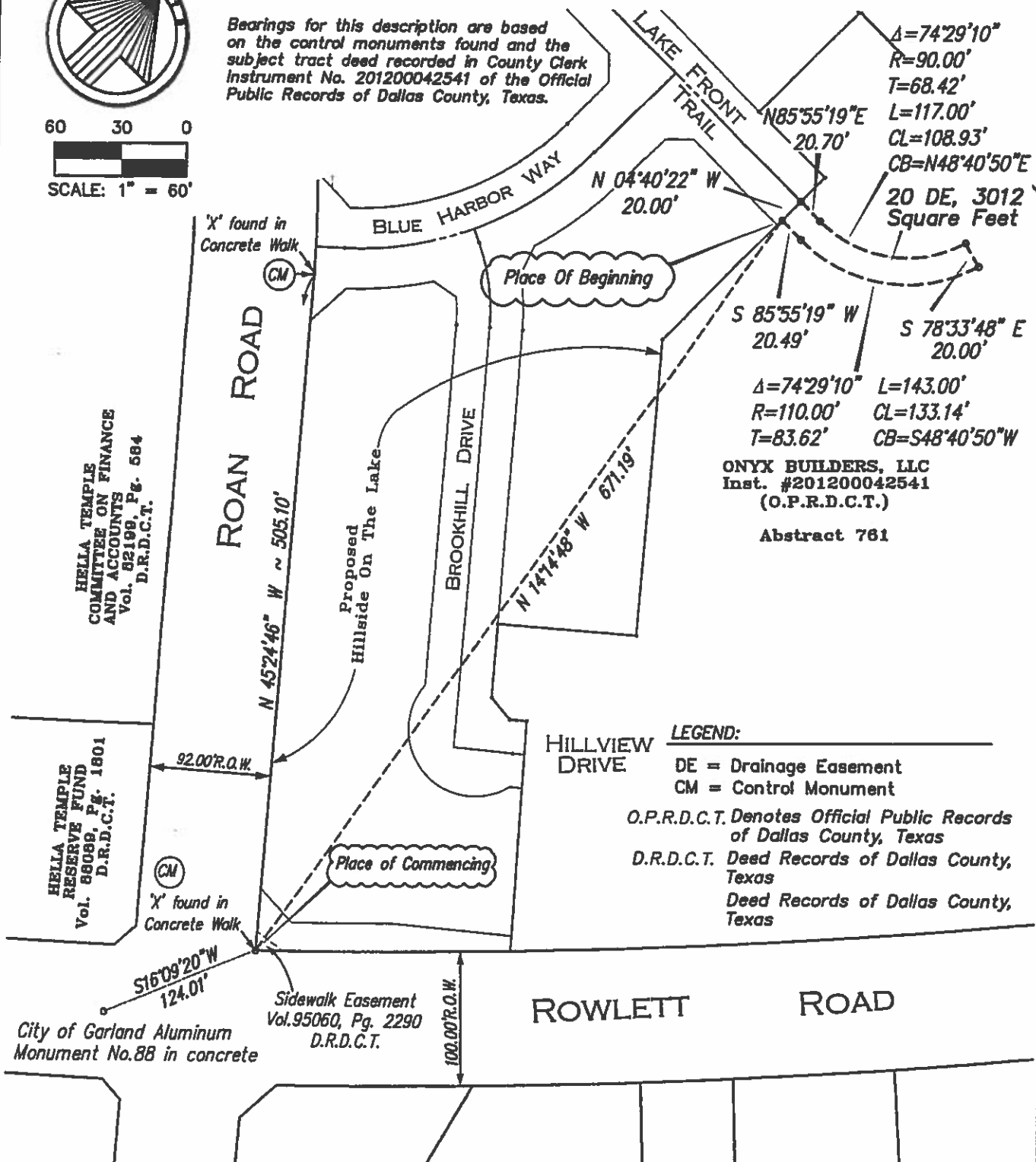
60 30 0



SCALE: 1" = 60'

EXHIBIT A

Bearings for this description are based on the control monuments found and the subject tract deed recorded in County Clerk Instrument No. 201200042541 of the Official Public Records of Dallas County, Texas.



TIPTON ENGINEERING
a division of Westwood
5605 North MacArthur Blvd. Suite 500
Irving, Texas 75038 972-226-2967

3012 Square Feet
20' DRAINAGE EASEMENT

HILLSIDE ON THE LAKE

John Little Survey, Abstract No. 761

City of Garland, Dallas County, Texas

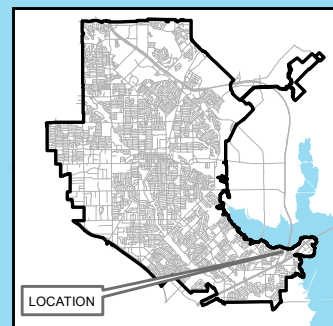
DRAWN	SCALE	DATE	FILE NO.
TE, Inc.	1"=60'	02/2013	5030-esmt

Exhibit A

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**Filed and Recorded
Official Public Records
John F. Warren, County Clerk
Dallas County, TEXAS
02/27/2013 12:15:31 PM
\$32.00
201300060361**





LAKE RAY HUBBARD

ROAN

LAKE FRONT

Proposed
Drainage
Easement
Abandonment

BLUE HARBOR

BROOKHILL

HILLVIEW

ROWLETT

WHITEROCK

TAWAKONI

BACHMAN

ROAN

GEARY

BAY



HILLSIDE ON THE LAKE 20 FT DRAINAGE EASEMENT ABANDONMENT

Scale: NTS

File: AgendaWestwood.mxd

Date: 5/24/2017

Drawn: JW

Sheet

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**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.a.

Meeting Date: June 5, 2017

Item Title: Community Services Committee Report

Submitted By: Richard Briley, Managing Director

Summary of Request/Problem

Mayor Pro-Tem Scott LeMay, Chair, Community Services Committee, will provide a committee report on the following items:

- Mandatory Sidewalk Edging Ordinance
- Sidewalk Installation Across Railroad Tracks at Main Street

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.b.

Meeting Date: June 5, 2017

Item Title: Legislative Update

Submitted By: Brad Neighbor, City Attorney

Summary of Request/Problem

The 85th Regular Session of the Texas Legislature recently came to a close. During the session a number of bills that will affect the City were passed, including those in which the City was actively involved. The City Attorney will provide the City Council with an update of legislative matters of importance to the City.

Recommendation/Action Requested and Justification

Information item only.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.c.

Meeting Date: June 5, 2017

Item Title: Charter Review Update

Submitted By: Brad Neighbor, City Attorney

Summary of Request/Problem

At the request of Council Member Rich Aubin and Council Member David Gibbons, the City Attorney will provide an update on the charter review process.

The City Charter requires that before any amendment to the City Charter may be placed on a ballot for submission to the electorate, the proposed amendment must first be considered by a charter review committee consisting of nine voters appointed by the City Council. The Charter requires the City Council to appoint that committee no later than the second regular meeting of the City Council in the October preceding an election in the following May.

Recommendation/Action Requested and Justification

The City Council is requested to establish a timeline for making appointments to a charter review committee, if so desired, and establish a timeline for the committee's work to be completed that will allow sufficient time for the City Council to deliberate the recommendations of the committee prior to the deadline for calling the election necessary to submit proposed amendments to the voters.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.d.

Meeting Date: June 5, 2017

Item Title: Dogs on Outdoor Dining Patios - Variance to the Food Code

Submitted By: Richard Briley, Managing Director

Summary of Request/Problem

The Garland Food Code (Code of Ordinances: Chapter 22, Article 2) prohibits animals from the premises of a food establishment, with few exceptions. On October 18, 2016, the Community Services Committee discussed a draft variance ordinance to allow dogs on to the outdoor dining patios of food establishments if the patio meets certain sanitary standards. The Committee requested the City Attorney to include the draft variance ordinance with other proposed changes to the Food Code being presented to Council on February 6, 2017. At the Work Session, some language changes were suggested and the Health Department staff was instructed to hold a stakeholder meeting to gain more input. The stakeholder meeting was held March 15, 2017.

The draft variance ordinance now includes changes suggested by Council and revisions brought by stakeholders.

Recommendation/Action Requested and Justification

City Council discussion.

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the June 20, 2017 Regular Meeting.

Attachments

Dogs on Patio Draft Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 22, "HEALTH", OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A PENALTY UNDER THE PROVISIONS OF SEC. 10.05 OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

That Chapter 22, "Health", of the Code of Ordinances of the City of Garland, Texas, is hereby amended by adding a new subsection 22.186(o)(4) to read as follows:

"Notwithstanding anything to the contrary herein, a food establishment with an Outdoor Patio may permit dogs to be present in the Outdoor Patio of the food establishment if the food establishment obtains from the regulatory authority a variance waiving the prohibition against permitting the presence of a dog on the premises of the food establishment and complies with the following conditions and standards:

(A) Except as allowed under 228.186(o)(2) of this title, no dog may be present in the interior of the food establishment or on any playground area designated for children on the premises of the food establishment.

(B) The term "Outdoor Patio" means an outdoor service area that is:

(i) under the exclusive ownership or control of a food establishment;

(ii) attached or adjacent to the food establishment; and

(iii) separated from the public areas with a barrier.

A public sidewalk is not considered an "Outdoor Patio" for the purposes of this variance.

(C) A separate entrance must be provided from the outside of the food establishment to the Outdoor Patio so that a dog has direct access to the Outdoor Patio without entering the interior of the food establishment or any playground area of the food establishment. A dog may not be allowed within seven feet of

any entrance to the interior of the food establishment, except when necessary to enter or exit the Outdoor Patio.

(D) An approved sign shall be posted at the front or each entrance of the food establishment and at each Outdoor Patio entrance so that it is easily visible to the public. The sign must state in at least 1½-inch type: "DOG FRIENDLY PATIO: DOG ACCESS TO OUTDOOR PATIO ONLY" and "To report a dog incident, please call Garland Animal Services - (972)205-3570."

(E) Doors equipped with self-closing devices must be provided at all entrances to the Outdoor Patio from the interior of the food establishment and must be kept closed when not in use.

(F) No food preparation may be performed in the Outdoor Patio area, except that a beverage glass may be filled on the Outdoor Patio from a pitcher or other container that has been filled or otherwise prepared inside the food establishment.

(G) The Outdoor Patio must be maintained to be free of visible dog hair, dog dander, and other dog-related waste or debris. The Outdoor Patio must be hosed down or mopped with a product approved under the Rules at the beginning of each shift during which food or beverages will be served (breakfast, lunch, dinner, or late-hours), and not less frequently than every 12 hours, except that cleaning under this subsection is not required if no dog has been present on the Outdoor Patio since the last cleaning.

(H) All table and chair surfaces must be easily cleanable material and cleaned and sanitized with a product approved under the Rules. Spilled food and drink must be removed from the floor or ground within five minutes of the spill.

(I) Waste resulting from a dog's bodily functions must be cleaned up with a product approved under the Rules within five minutes of each occurrence of the emission of such waste. All dog waste must be disposed of outside of the food establishment and outside of any Outdoor Patio in an appropriate waste receptacle. Equipment used to clean the Outdoor Patio must be kept outside of the food establishment.

(J) While on duty, wait staff or other food handlers at the food establishment may not pet or have contact with any dog.

(K) A dog must be kept on a leash, or in a secure bag or container specifically designed to carry and provide continuous

restraint of the dog while providing adequate ventilation for the dog, and must remain under continuous physical control of the owner or other responsible adult while in the Outdoor Patio.

(L) A dog is not allowed on a seat, table, countertop, or similar surface in the Outdoor Patio.

(M) A dog is not allowed to be tied as a means of restraint other than by a hand-held leash.

(N) A dog may not have contact with any dishes or utensils used for food service or preparation at the food establishment. A dog may be given water in a disposable container.

(O) The food establishment shall notify and maintain written procedures to notify the Animal Services division of any local rabies control incident as required by 22.07 of the Garland Code of Ordinances, or any other incident in which two or more dogs are involved in any altercation where they physically come into contact with each other, regardless of whether any of the animals are injured.

(P) The flooring of the Outdoor Patio where dogs are permitted must be constructed of non-porous, approved material and have no covering that would inhibit thorough cleaning.

(Q) A food establishment shall not permit dogs to be present in the Outdoor Patio of the food establishment if:

(i) The regulatory authority determines that a health hazard or nuisance will or has resulted; or

(ii) The food establishment is in violation of this title or state law.

(R) Variance required.

(i) Except as allowed under 228.186(o)(2) of this title, any food establishment that allows dogs on its premises without a variance is in violation of this ordinance. The owner or operator of a food establishment with an Outdoor Patio may apply to the regulatory authority for a variance waiving the prohibition against dogs on the premises of the food establishment. The variance application must be on a form provided by the regulatory authority and must be submitted with a non-refundable, pre-operational inspection fee of \$100.00.

(ii) An inspection must be performed by the regulatory authority to ensure that the food establishment complies with

the conditions and standards set forth in 228.165(o)(4) of this title.

(iii) A variance granted under 228.165(o)(4) of this title is nontransferable. The variance shall expire two (2) years after the date it is granted by the regulatory authority unless it is sooner revoked by the regulatory authority or terminated by the food establishment. A variance may be renewed through the application process set forth in subsection (i) of this section.

(iv) The regulatory authority shall deny or revoke a variance if:

(a) The purposed patio does not meet the definition of Outdoor Patio under 228.165(o)(4) of this title;

(b) The application for the variance contains a false statement;

(c) The food establishment does not hold a valid permit issued under this ordinance;

(d) The regulatory authority determines that a health hazard or nuisance will result or has resulted from the variance;

(e) The food establishment failed to pay a required fee at the time it was due under this ordinance; or

(f) The food establishment is in violation of any term or condition of the variance as established by the regulatory authority, this title, or state law.

(v) If the regulatory authority denies or revokes a variance, the regulatory authority shall notify the applicant in writing. The notice must include the reasons for the denial or revocation.

(vi) A food establishment for which a variance under this subsection is denied or revoked may appeal by requesting a hearing within ten days after service of the notice of the denial or revocation. Such request must be in writing, must specify the reasons why the variance should not be denied or revoked, and must be filed with the regulatory authority. A hearing must be conducted by the regulatory authority within fifteen days from receipt of the appeal."

Section 2

That a violation of any provision of this Ordinance shall be a misdemeanor punishable in accordance with Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas.

Section 3

That Chapter 22, "Health", of the Code of Ordinances of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 4

That the terms and provisions of this Ordinance are severable and are governed by Sec. 10.06 of the Code of Ordinances of the City of Garland, Texas.

Section 5

That this Ordinance shall be and become effective immediately upon and after its passage and approval.

PASSED AND APPROVED this the ____ day of _____, 2017.

CITY OF GARLAND, TEXAS

Mayor

ATTEST:

City Secretary



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.e.

Meeting Date: June 5, 2017

Item Title: Image Management Program Briefing

Submitted By: Becky King, Managing Director

Summary of Request/Problem

Staff will present an update on progress of the Image Management Program, including the work plan for the next six month period and proposed vendor awards for promotional and digital advertising services.

Recommendation/Action Requested and Justification

In accordance with the recommended plan, Council is requested to approve the following contracts for professional and promotional services at the June 6 Regular Meeting:

- a. Development Counsellors International (DCI) -- digital ambassador, realtor engagement, and economic development research services; and
 - b. Pyro -- digital advertising and marketing campaign services.
-



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.f.

Meeting Date: June 5, 2017

Item Title: Consider Rescheduling the July 3rd Work Session & Regular Meeting to July 5th

Summary of Request/Problem

At the request of Council Member David Gibbons and Council Member B.J. Williams, seconded by Mayor Pro Tem Scott LeMay, Council is requested to consider a resolution rescheduling the July 3rd Work Session and Regular Meeting to July 5th to allow staff and Council the opportunity to attend the "Star Spangled Fourth" celebration at Firewheel Town Center.

Recommendation/Action Requested and Justification

Council discussion. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the June 6, 2017 Regular Meeting.

Attachments

Meeting Change July 2017

RESOLUTION NO.

**A RESOLUTION RESCHEDULING THE JULY 3, 2017 MEETING OF THE CITY COUNCIL;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Sec. 8, Article V of the City Charter requires the City Council to prescribe by ordinance or resolution the time for its regular meetings;

WHEREAS, Sec. 10.14 of the Code of Ordinances provides that regular meetings of the City Council shall be held on the first and third Tuesdays of each month;

WHEREAS, the City Council previously rescheduled the first regular meeting for July, 2017 due to the Independence Day holidays to July 3rd, 2017; and

WHEREAS, because celebrations of Independence Day will also take place on July 3rd, the revised schedule for the first meeting of the City Council in July is impracticable;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

That the City Council establishes July 5, 2017 as the date of its first work session and first regular meeting for the month of July, 2017.

Section 2

That this Resolution shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED this the _____ day of June, 2017.

CITY OF GARLAND, TEXAS

Mayor

ATTEST:

City Secretary



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.g.

Meeting Date: June 5, 2017

Item Title: Downtown Tax Increment Finance Board

Summary of Request/Problem

At the request of Mayor Pro Tem Scott LeMay and Council Member David Gibbons, staff will provide a briefing on the status of the Downtown Tax Increment Finance (TIF) Board. Staff will also provide a review of the TIF's Board's role in implementing the 2004-05 Downtown Revitalization Strategy, including project and grant funding opportunities.

Recommendation/Action Requested and Justification

Council discussion.

Attachments

Downtown TIF Board

District	First Name	Last Name	Street	Zip	Phone	Appt.
Mayor	Allan	Stafford	120 W. Ave D	75040	972-276-8321	9/4/2007
1	Vacant					
2	William	Dunn	1225 Wynne Dr.	75044	972-530-8401	12/7/2004
3	Vacant					
4	Bob	Duckworth	909 Wakefield	75040	972-495-3795	10/19/2004
5	Margie	Sloan	3106 Pecan Ln.	75041	972-271-8263	1/18/2005
6	Jay	Jones	1621 S. Jupiter Rd.	75042	214-535-2850	8/15/2009
7	Mark	Zigler	510 Reinoso Dr.	75043	972-641-6364	8/15/2000
8	Joseph	Schroeder	1726 Archery Ln	75044	972-495-5542	9/15/2015

Term Exp.	Email
8/31/2015	allanstafford@earthlink.net

8/31/2014	wdunn@dunndill.com
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8/31/2014	dicieduck@aol.com
-----------	--

8/31/2012	margiesloan@gmail.com
-----------	--

8/31/2011	jayjones1941@hotmail.com
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8/31/2013	mjzzoom@aol.com
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8/31/2017	joseph@6texans.net
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GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.h.

Meeting Date: June 5, 2017

Item Title: Discussion and Direction Regarding Creation of City-Wide Facade Improvement Grant Program

Summary of Request/Problem

At the request of Council Member David Gibbons and Mayor Pro Tem Scott LeMay, Council is requested to discuss and consider the creation of a city-wide commercial structure facade improvement grant program, to include the establishment of grant criteria and recommended funding sources including but not limited to economic development funds, hotel occupancy tax revenues, TIF funds, CDBG funds and other available funding sources.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.i.

Meeting Date: June 5, 2017

Item Title: Discussion and Direction Regarding Assistance to Good Samaritans

Summary of Request/Problem

At the request of Council Member David Gibbons and Council Member Rich Aubin, Council is asked to direct the City Manager to assist the Good Samaritans of Garland to bring forth a recommended plan of action, including use of city owned facilities or grant funds, to address the long-term facility and site location needs of the food pantry.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.j.

Meeting Date: June 5, 2017

Item Title: Discussion and Direction Regarding Development of a Long-Term Revitalization Plan for South Garland Avenue

Summary of Request/Problem

At the request of Council Member David Gibbons and Council Member Rich Aubin, Council is asked to create a task force comprised of District 5 representatives, residents and business stakeholders to develop a long-term revitalization plan for South Garland Avenue including recommendations for use restrictions (re-zoning), phasing out existing uses, special use-permits, signage renovations, façade improvements and identification of potential funding sources to implement the revitalization strategy.

Recommendation/Action Requested and Justification

Council discussion.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.k.

Meeting Date: June 5, 2017

Item Title: Discussion and Direction Regarding Needed Repairs to the Vietnamese Community Center

Summary of Request/Problem

At the request of Council Member David Gibbons and Mayor Pro Tem Scott LeMay, Council will consider a request to fund needed repairs to the Vietnamese Community Center. Staff will discuss possible funding options.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND POLICY REPORT

City Council Work Session Agenda

4.a.

Meeting Date: June 5, 2017

Item Title: Recommendation Regarding Remaining Tornado Relief Funds

Submitted By: Scott Bollinger, Neighborhood Resource Manager

ISSUE

Discuss a City Council recommendation to Garland's Long-Term Recovery Committee (LTRC) regarding the disposition of the remaining #GarlandStrong funds.

OPTIONS

Recommended Options:

1. Retain the remaining funds to serve those affected by future disasters in Garland.
2. Transfer the remaining funds to another community currently affected by disaster, such as Canton.
3. Consider a method for partially reimbursing local nonprofits for their assistance with tornado response.
4. Other.

RECOMMENDATION

Before taking action on one of the options above, staff recommends a final, broadly communicated message be announced to the community with the goal of giving any residents affected by the December 26 tornado one last opportunity to start a case for consideration by the LTRC, and to officially communicate an end date for case management.

BACKGROUND

In accordance with emergency management practices, a LTRC was established to aid residents affected by the December 26 tornado. Members of local faith-based organizations and secular nonprofits compose the LTRC. Case managers present cases to the LTRC for consideration of tornado relief funds raised by the #GarlandStrong campaign.

CONSIDERATION

1. The balance of the tornado relief funds is currently \$81,789. There are two open cases remaining, one of which has already been funded by the LTRC. The other case's request is expected to be less than \$5,000, and will be presented to the LTRC on June 13.
 2. Currently, the LTRC has sole authority and responsibility for the disbursement of the tornado relief funds. A City of Garland staff member is present at every LTRC meeting, but is not a voting member, and is limited to answering questions from the LTRC, recording the decisions made by the LTRC, and processing the disbursement authorizations.
-



GARLAND POLICY REPORT

City Council Work Session Agenda

4.b.

Meeting Date: June 5, 2017

Item Title: Consider a Request to Purchase Crossman Building Bricks

Submitted By: Robby Neill, Managing Director

Council Goal: Fully Informed and Engaged Citizenry

ISSUE

Obtain Council direction related to an unsolicited proposal to purchase 550 Crossman Building bricks.

OPTIONS

1. Decline request to purchase bricks.
2. Grant request to purchase 550 bricks at the offered price of \$276.
3. Direct staff to offer a quantity of bricks through public auction services.
4. Convey bricks to the requesting party through a donation resolution.

RECOMMENDATION

Staff is requesting Council direction.

BACKGROUND

At Council request, staff arranged for retention of some of the bricks from demolition of the Crossman Building for possible use in a future project to commemorate the building or other appropriate use to be determined. The quantity of bricks retained ended up to be several large truck-loads.

The City Manager recently received a request from the Friends of Garland's Historic Magic 11th Street Board of Directors to purchase 550 of the bricks for use in two projects as outlined in the attached request. The organization has offered to pay \$276 for 550 bricks and staff is asking for Council direction in response to the purchase request.

CONSIDERATION

Relinquishing the requested quantity of bricks does not substantially impact the total stockpile of retained bricks for future use. The requesting organization has provided an email from a vendor indicating a market value of \$0.50 per brick when cleaned and palletized. This value is consistent with price indications from another used brick vendor contacted by staff. Since the Crossman Building bricks are not cleaned or palletized, the purchase offer appears to exceed market price indications.

Attachments

Historic Brick Request

From: Louis Moore [<mailto:louismoore@yahoo.com>]

Sent: Friday, May 05, 2017 7:38 AM

To: Bradford, Bryan <Bradford@garlandtx.gov>

Cc: Athas, Mayor Douglas <DAthas@garlandtx.gov>; Anita Goebel <fern509@hotmail.com>; Cahill, Councilman Jim <jcahill@garlandtx.gov>; Dodson, Councilwoman Lori <ldodson@garlandtx.gov>; Williams, Councilman BJ <BJWilliams@garlandtx.gov>; Rich Aubin <rich@aubinfor Garland.com>; Stanley, Councilman Stephen <STStanley@garlandtx.gov>; LeMay, Councilman Scott <SLemay@garlandtx.gov>; Gibbons, Councilman David <DGibbons@garlandtx.gov>; Baker, John <JBaker@garlandtx.gov>

Subject: Request to purchase historic bricks from Crossman Building recently razed by City of Garland

Dear Bryan,

The Board of Directors of Friends of Garland's Historic Magic 11th Street, a 501(c)(3) charity dedicated to the restoration and preservation of Garland's 11th Street from West Avenue D north to West Austin Avenue, has voted unanimously to **purchase** from the City of Garland a quantity of used bricks from the demolition of the Crossman Building.

The bricks would be used to accomplish two projects:

1. a kitchen restoration project in the home of Greg and Becky Baxter, 400 South 11th Street. This dwelling was the long-time home of Curtis and Dixie Crossman, whose family originated the buildings on the East Side of the Square. The dwelling at 400 South 11th was built in 1918 and will observe its 100th anniversary in 2018, so the Baxters would like to have the kitchen restoration project completed in honor of this significant milestone. They would use the bricks in honor of the Crossman family. The project the Baxters want to create would require 920 bricks, but they are willing to spend only \$200.00 maximum for the bricks. They will accept the number of bricks the city determines \$200 will purchase.

2. a flower bed border or other outdoor small landscaping feature at one of the entryways to Travis College Hill Historic District—again, to honor the Crossman family that was an anchor of the addition during its years of living on the street. Friends of Garland's Historic Magic 11th Street would like to acquire about 150 bricks and is willing to pay the current market-rate for these bricks.

We have conferred with a number of companies that deal with antique brick. (One representative email response is at the end of this email.) The general going rate is 50 cents for bricks that are cleaned up and on pallets. Even though the Crossman bricks are not cleaned up and are not on pallets, Friends of Garland's Historic Magic 11th Street is offering the city the 50-cents-per-brick market rate, or \$75 plus \$1 for its 150 bricks and \$200 for 400 bricks for the Baxter project. Our combined offer is \$276.00 for 550 bricks.

We will be responsible for the pick up and delivery of the bricks from the site where the city has stored the salvaged bricks from the Crossman Building.

The following resolution from our board spells out our action on these projects.

Please advise how we need to proceed with this matter.

Thanks.

Louis Moore

* * * * *

AUTHORIZATION TO NEGOTIATE WITH CITY OF GARLAND

ACQUISITION OF BRICKS FROM HISTORIC CROSSMAN BUILDING**

WHEREAS, the house at 400 S. 11th Street in the Travis College Hill Historic District in Garland was the home for more than four decades of members of the Curtis Crossman family; and

WHEREAS, members of the Curtis Crossman family owned the Crossman Building formerly on the Square in downtown Garland for more than eight decades; and

WHEREAS, the City of Garland recently razed the Crossman Building but retained several loads of bricks and debris from the building to be used in other projects; and

WHEREAS, the ties between the Crossman family that resided at 400 S. 11th Street and the Travis College Hill neighborhood were long and deep and their extensive history is detailed in the history of Travis College Hill National Register District recorded in the U. S. Department of the Interior's archives regarding properties on the National Register of Historic Places; and

WHEREAS, the Crossman home at 400 S. 11th Street will celebrate its 100th anniversary next year— in 2018. That house is the sixth-oldest home of the 12 in the Travis College Hill Historic District, now listed on the National Register of Historic Places.

WHEREAS, Greg and Becky Baxter, the current owners of the Crossman property at 400 S. 11th Street, wish to honor the memory and legacy of the Crossman family in their home utilizing in a kitchen restoration project some of the historic bricks retained by the City of Garland during its demolition of the Crossman Building;

WHEREAS, Friends of Garland's Historic Magic 11th Street, a 501(c)(3) public charity dedicated to the preservation and redevelopment of all of Garland's 11th Street from Austin Avenue to West Avenue D, also wishes to honor the memory and legacy of the Crossman family in some way, perhaps with a flower-bed border in an entryway or some other means utilizing bricks from the former Crossman Building; and

WHEREAS, Friends of Garland's Historic Magic 11th Street recognizes that prices for used bricks vary widely depending on the historicity of the building from which the bricks were taken, depending on the condition of the bricks, depending on whether the mortar has been carefully and fully removed from the bricks, depending on whether the bricks bear a manufacturer's stamp, and depending on whether the individual bricks have been carefully cleaned and shrink-wrapped.

Now, THEREFORE, be it resolved, that by and with the consent of the Baxter and Crossman families Friends of Garland's Historic Magic 11th Street, authorizes its president, Louis Moore of 313 S. 11th Street, to negotiate with the City of Garland, to obtain said requested bricks from the City of Garland at a fair and reasonable market-rate price of 50 cents per brick PLUS \$1.

BE IT FURTHER resolved that the Board of Directors of Friends of Garland's Historic Magic 11th Street, in cooperation with the Baxter family, retains the right to ratify any agreement to purchase the bricks from the City of Garland at what the Board and Baxter family believe to be a fair and reasonable price.

****Resolution adopted by the Board of Directors of Friends of Garland's Historic Magic 11th Street on this 4th day of May, 2017**

Email from Historical Bricks company:

From: Historical Bricks <info@historicalbricks.com>
To: kaymoore2000@yahoo.com
Sent: Thursday, April 27, 2017 8:16 AM
Subject: Re: Historical Bricks - Contact Us Form Submission

We typically buy antique building bricks for \$.50 ea clean and on pallets.

--

John Gavin, President
Gavin Historical Bricks
<http://www.historicalbricks.com>
(319) 354-5251 - Phone
info@historicalbricks.com - Email



[View our interactive brochure!](#)

On Thu, Apr 27, 2017 at 6:56 AM, <contact-us@historicalbricks.com> wrote:

Name: Kay Moore

Email: kaymoore2000@yahoo.com

Message: A municipality with which we are familiar recently razed a landmark building. Our neighborhood would like to offer to purchase a quantity of these vintage bricks and use them in a commemorative way. We want to offer a fair price for these vintage bricks that have a personal meaning. Could you please give us some idea of what vintage building brick costs these days? I realize this varies according to the brick, but this would be the type of brick used to build an exterior wall in the early 1900s. Thanks for any help you can offer.