

AUSTIN PUBLIC LIBRARY

August 2020 DIRECTOR'S REPORT

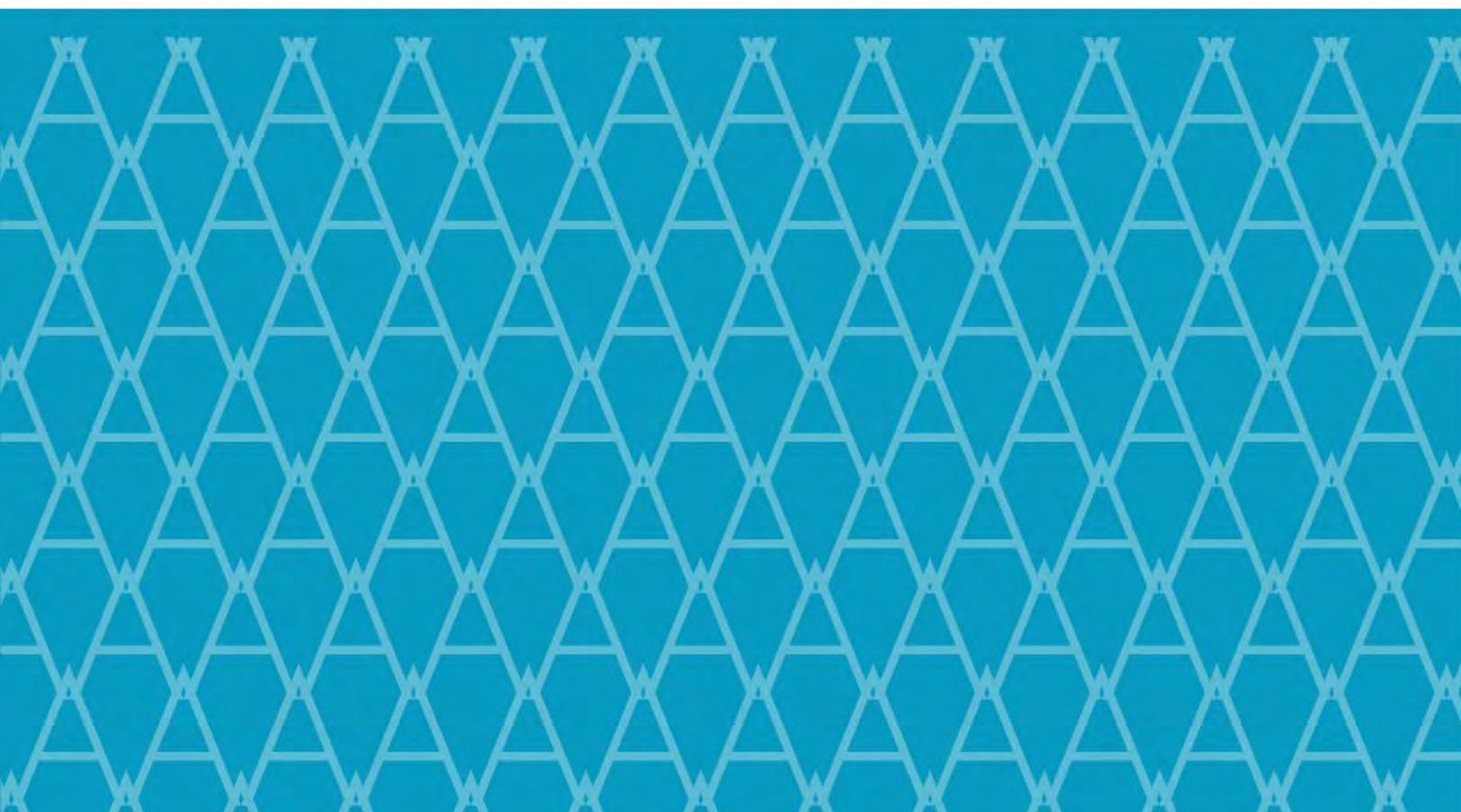


TABLE OF CONTENTS

Highlights	3
Facilities Services	5
FY2018 Bond Program Summary	5
FY2012 Bond Program Summary	7
Cepeda Branch / Hampton Branch (Site/Civil) Report	12
Faulk Building / Austin History Center Monthly Report	14
Interior Renovations Monthly Report	17
Roof Replacements & Systems Upgrades Monthly Report	19
Austin History Center	21
Library Priorities	23
Literacy Advancement	23
Digital Inclusion & STEM	23
Equity, Diversity & Inclusion	23
Civic and Community Engagement	23
Staff Development	23
Workforce and Economic Development	24
APL By the Numbers	25
Virtual Collections Usage July	25

HIGHLIGHTS

COVID-19 Update – Library Book Drops Open & Curbside Service Enhancements

Austin Public Library is providing a roadmap for future service changes as they relate to operations during the COVID-19 pandemic.

The multi-phase approach outlines several possible reopening scenarios, each dependent on factors such as recommendations from county, state and federal health agencies, social distancing protocols, critical community needs, and logistical and budgetary considerations.

Phase 2 - BOOK DROPS OPEN began on Monday, June 1.

Phase 3 - CURBSIDE SERVICE began on Monday, June 8 at select locations, beginning with Central, Manchaca, Ruiz, Carver, Windsor Park, University Hills, North Village, Spicewood Springs and Milwood. The Hampton Branch at Oak Hill began curbside service on July 27. Old Quarry began curbside service on August 10. This will bring the total curbside locations to eleven. Additional locations will be added as health and safety precautions allow. The Austin History Center began remote reference and e-document service on June 1.

Library cards are now issued Monday through Friday, 10 AM to 6 PM outside at the Austin Public Library locations providing curbside service.

During all phases, the following practices will be in place:

- Enhanced procedures for frequent cleaning and disinfecting common areas
- Use of protective gear such as masks and gloves by all staff - masks or face coverings are required, gloves are not
- Implementation of a teleworking policy that makes sense operationally and allows for social distancing in our facilities
- Adherence to existing policies for sick leave
- Frequent communication at all levels to facilitate cooperation and consistent best practices throughout the organization

The phases outlined above are subject to change as the pandemic environment evolves. For the most current information regarding Library services, please visit library.austintexas.gov.

Summer Reading Program: Imagine Your Story continues

Welcome to the Austin Public Library's summer reading program! This year, we can't celebrate summer with you in person (yet), but we can Quest together June through August using our imaginations online. Earn badges, complete teen challenges, log your books, print coloring sheets or check out this month's new adult summer quests at austinsummerreading.org.

Virtual Book Clubs

Good news! In addition to a 24/7 Virtual Library plus curbside service at several locations, Austin Public Library is now hosting Virtual Book Clubs for different fandoms: YA for Adults, Graphic Novels, True Crime and more. Register for a meeting, start reading. You can find a listing of upcoming meetings on the APL events calendar library.austintexas.gov/events/search

Austin Public Library is now hosting Virtual Book Clubs for different fandoms: YA for Adults, Graphic Novels, True Crime and more.

APL Branches Repurposed During COVID-19

Austin Public Health continues to operate two COVID-19 free testing sites in Library branches. The locations are the Southeast Branch and the Little Walnut Creek Branch. Southeast and Little Walnut Creek branches are located in historically underserved neighborhoods that have been the most impacted by COVID-19. Austin Public Health is reaching out to the communities surrounding these neighborhood testing sites to ensure that those who most need testing are aware of the service available to them.

The Downtown Austin Community Court has moved temporarily to the Terrazas Branch Library. During COVID-19, DACC has remained open to offer walk-in triage case management services that provide individuals experiencing homelessness with information on COVID-19 and safety planning, provide access to resource navigation and basic needs, and help facilitate connection to other essential services. At Terrazas, individuals will be able to access triage case management services and will also be able to engage with DACC about court cases and citations through their virtual docket process.

APL's Bookmobile Takes Census 2020 Awareness on the Road

Austin Public Library and Austin-Travis County Complete Count Committee are joining forces to spread awareness about the 2020 Census.

The bookmobile has traveled to Navarro High School and Dobie Middle School to relay the importance of responding to the Census, provide an opportunity to fill out the Census on-site, and help register voters. A free food pantry and free books for kids are also part of the event. The events are hosted by Austin Voices for Education and Youth and supported by the League of Women Voters and the Central Texas Food Bank.

FACILITIES SERVICES

FY2018 Bond Program Summary

Description

The 2018 Bond Program for the Library Department consists of fifteen improvement projects located across the City of Austin. The projects are grouped into the following categories:

- CLMP180 2016 Site/Civil Engineering Projects Hampton at Oak Hill Parking Lot Expansion; Cepeda Branch Trail
- CLMP282 Faulk /Austin History Campus - Faulk Library Archival Repository Upgrade; Austin History Center Interior & Exterior improvements
- CLMP286 Interior Renovation Projects - Old Quarry Branch Renovation; Little Walnut Creek Branch Renovation; Willie Mae Kirk Branch Renovation; Manchaca Road Branch Roof Replacement & Renovation; St. John Branch Renovation
- CLMP287 Roof Replacement & System Upgrades - Ruiz Branch; Carver Branch; University Hills Branch; Howson Branch; Spicewood Springs Branch; Yarborough Branch



Status

- CLMP180 2016 Site/Civil: The N.T.P. for design services has been issued. A PWD PM has been assigned to manage the project. The first public engagement meeting to advise the public on the current status of the Cepeda Trail Project has occurred.
- CLMP282 Faulk / AHC Campus: The A/E Proposal for Preliminary Engineering Report (PER) has been submitted and is under review. A PWD PM has been assigned to manage the project. Council approved CCO to begin negotiations with SpawGlass Construction for \$12.6 million as the project's Construction Manager at Risk.



- CLMP286 Interior Renovations: A/E Proposals are under review for Phase A Preliminary Services. A PWD PM has been assigned to manage the project. A request has been made to the CCO to extend the contract execution date so that the PM can become involved with negotiations and contract execution.
- CLMP 287 Roof Replacement & System Upgrades: A/E Proposals are under review for Phase A Preliminary Services. A PWD PM has been assigned to manage the project. A request has been made to the CCO to extend the contract execution date so that the PM can become involved with negotiations and contract execution.

Schedule

The design and construction program's deliverables are revised to a 36-month timeline. All timelines are estimates and subject to change without notice. Program construction starts will be staggered to minimize impacts to existing levels of branch services.

The 2018 Bond Program for the Library Department consists of fifteen improvement projects located across the City of Austin.

FY2012 Bond Program Summary

Description

- Proposition 18: Library, Museums and Cultural Facilities \$13.4 Million

6014.041 Cepeda Branch

Scope of Work

Site Drainage Remediation and Interior Renovation of 8,110 SF Facility

Status

Design Phase 95% Complete.

Construction documents are 95% complete. A PWD Project Manager has been assigned. The PM is reviewing the Construction Documents and has revised the project budget. The revised budget reveals a \$261,682 shortfall past the appropriation that is available in eCAPRIS (City of Austin Project Reporting and Information System).

Discussions are underway with the APL Financial Manager, the Budget Office, and Dept. executives to identify additional funding.

Budget / Cost

Appropriation \$1,049,839; Obligated \$579,442.17;
Balance \$470,396.83

Schedule

- Request for Council Action (RCA) October 29, 2020
- Construction Start January 2021
- Substantial Completion July 2021



6014.015 Zaragosa Warehouse Fire Sprinkler Upgrade

Scope of Work

Replacement of Sprinkler System (life safety) in 20,000 SF Facility

Status

The Engineering Consultant's Contract was amended to include the additional services. Project Plans are being revised and re-bid. A PWD Project Manager has been assigned. The PM is reviewing the Construction Documents and has revised the project budget. The revised budget reveals a \$249,401 shortfall past the appropriation that is available in eCAPRIS. Discussions are underway with the APL Financial Manager, the Budget Office, and Dept. executives to identify additional funding.

Budget / Cost

Appropriation \$794,965; Obligated \$315,311.31; Balance \$479,653.69

Schedule

- Request for Council Action (RCA) October 29, 2020
- Construction Start January 2021
- Substantial Completion July 2021

6014.037 University Hills Branch Parking Lot Expansion

Scope of Work

The work of this project comprises the construction of a new asphalt 29 parking space parking lot expansion at the existing University Hills Branch Library.



Status

Stantec Consultant is in the process of securing the Site Plan approval with Development Services Department by August 31, 2020. Currently, City of Austin Legal Department is reviewing The Unified Development Agreement and the Drainage Easement Document for approval and as soon as approved then the site plan may be secured.

Budget / Cost

Appropriation \$1,532,458.00; Obligated \$748,953.31; Balance \$783,504.69

6014.042 Yarborough Branch

Scope of Work

Interior Renovation of 15,120 SF Facility

Status

Construction Phase is 100% complete. Work has begun to move shelving, furniture, and equipment back into the facility.



Budget / Cost

Appropriation \$984,066; Obligated \$984,050.57; Balance \$15.43

Other Issues

Repairs to the Main Signage are complete.

Pleasant Hill**Scope of Work**

Phase I Roof replacement and HVAC system overhaul for 8,851 SF facility. Additional Scope includes Interior Renovation Upgrades. Phase II Interior Design improvements to the interior.

Status

Phase II (Interior Design) with Bommarito Architects and Design Development has completed at 100%. The Construction Documents were completed June 5, 2020. Also, a landscape plan will be developed by the Architect team and a proposal is underway to be reviewed by APL by August 7, 2020. APL is in the process of working with Capital Contracting Office (CCO) to secure JOB (Job Order Contract) to secure General Contracting services.

Budget / Cost

Appropriation \$1,147,997; Obligated \$1,089,331.88; Balance \$58,665.12

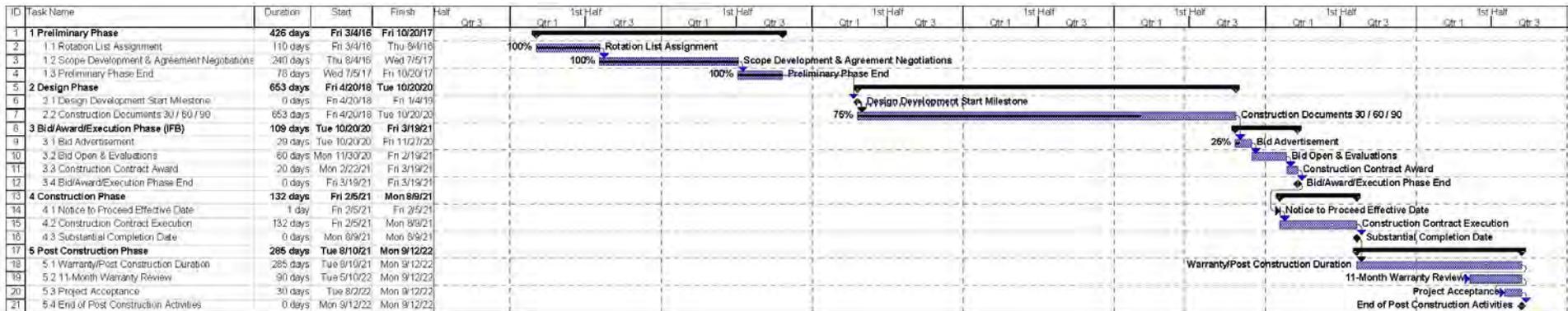
Schedule

- Design Services Phase II Interior Improvements were completed on schedule.
- Moving the books and shelving out of the facility was begun in anticipation of the JOC Contractor assignment.

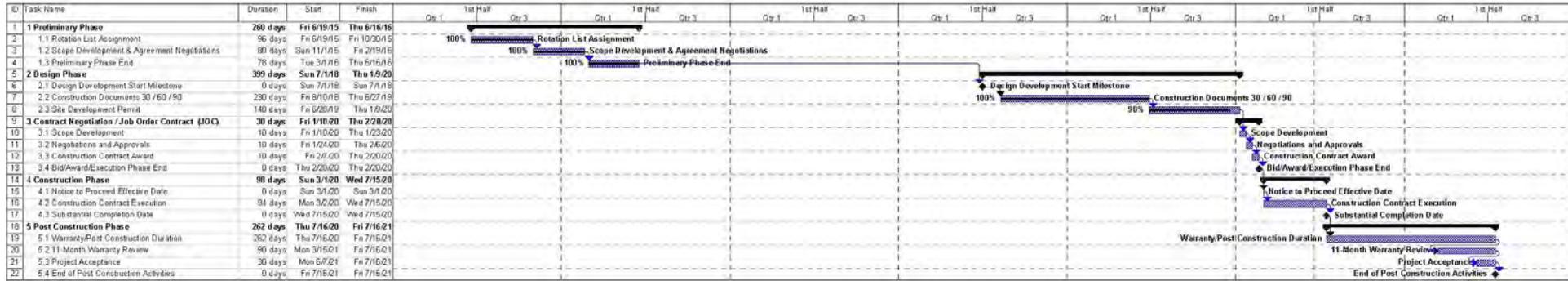
Cepeda Branch Renovations



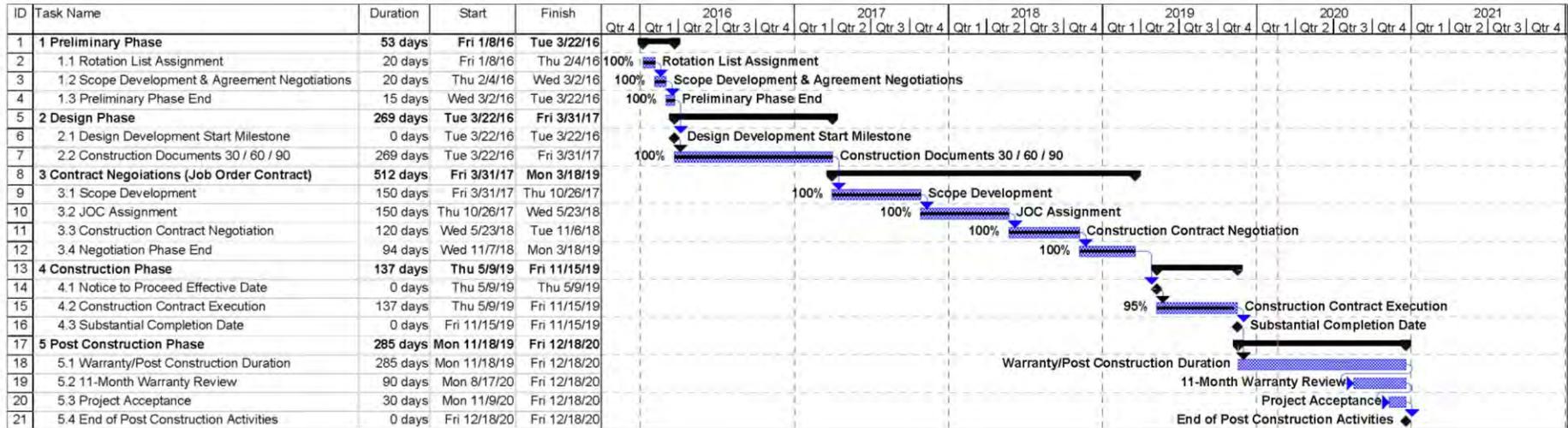
Zaragosa Warehouse



University Hills Branch



Yarborough Branch



Cepeda Branch / Hampton Branch (Site/Civil) Report

Project Description

The Cepeda Branch Library Trail Project was initiated to provide a safe, well-lighted pedestrian pathway from the Cepeda Branch Library property at 651 N Pleasant Valley Road through to Gonzalez Street under the adjacent East Seventh Street overpass.

The Will Hampton Branch Library at 5125 Convict Hill Road has experienced heavy use by the community since the facility first opened its doors in 1997. The community facility is public-facing and adjacent to the equally popular Dick Nichols District Park. The project consists of adding 22 parking spaces to the existing parking lot.



Status

- The Cepeda Branch Trails project with APL is partnering with Public Works Department (Mark Cole) by utilizing the Field Engineering process / providing site plan corrections and general permit to install the 10' wide sidewalk. The Consultant is currently working with PWD with the partnering efforts and beginning the Field Engineering process and the schedule for the proposed construction installation date(s).
- The Consultant is also in the process of 5% Design Development for the Will Hampton Parking Lot Expansion utilizing the existing site plan produced in 1986. Also, the Consultant is addressing the SOS permits with TCEQ for the existing Gazebo and Google Fiber Hut on site (due to non-existing permits).
- APL has partnered with PWD for Project Management and Construction Inspection Services. The new PM assignment has taken place and project files are currently under review.

Schedule

See Gantt Chart

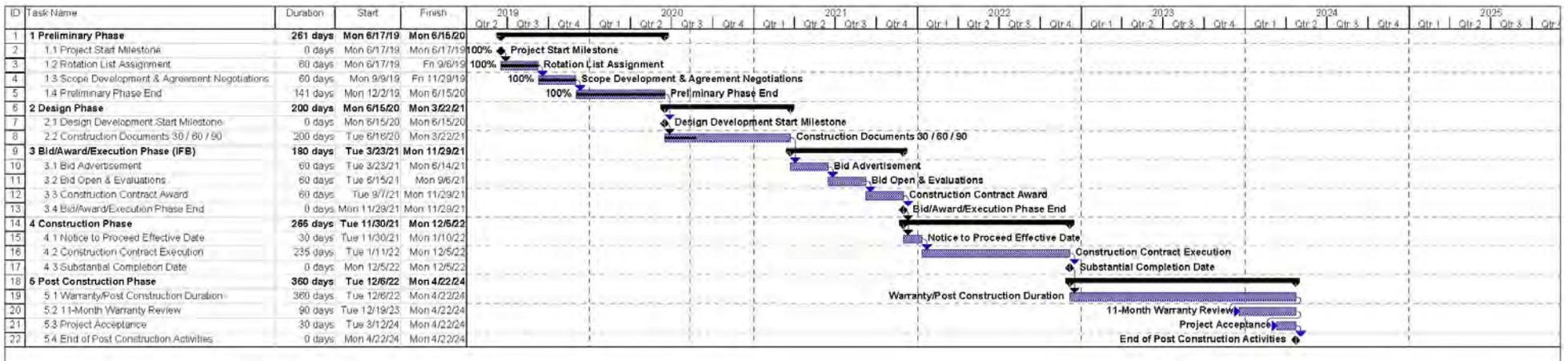
Cost

Design Budget \$123,932.08; Construction Budget \$644,578

Other Issues

Homeless encampment under the 7th St Bridge

Cepeda Branch / Hampton Branch Monthly Schedule



Faulk Building / Austin History Center Monthly Report

Facility Improvements & Archival Repository Expansion

Project Description

The Faulk Library and Austin History Center are grouped together to meet the growth demands of the City's burgeoning population by adding much needed archival storage space, security for collections, and upgrading environmental controls. The campus will be reinforced as a single destination that will facilitate seamless interchanges between the Faulk Building, the Austin History Center, adjacent Wooldridge Square and many nearby historical sites.



With sustainability as a project goal the work to the Faulk Building includes but is not limited to modifying the 2nd and 3rd floors of JHF to meet minimal archival storage standards. Removing existing carpet and providing a sealed, epoxy-coated concrete flooring finish. Additional work includes upgrading the building M/E/P and Elevator Retrofit. Infrastructure upgrades at the Austin History Center include wheelchair lift replacements, lead-based paint abatement, renovation of worn finishes, lighting retrofit, and renovation of exteriors to redress structural and aesthetic improvements.

Status

The project is in negotiations for the Arch / Engr Fee for Phase A Services: Preliminary Engineering Report (PER). Also, on July 29, 2020 SpawGlass Construction was approved by City Council for the Construction Manager at Risk (CMAR) for the project. Currently CCO is



addressing the contract documents to bring SpawGlass Construction aboard in order to issue the Notice to Proceed (NTP). In August 2020, CCO will notify APL of the kick-off meeting with SpawGlass to begin on project. Upon acceptance of the proposal the anticipated goals and timeframe for the PER detail as follows:

Goals:

- Identify essential scope of project, with conceptual cost estimate.
- Identify options for discretionary scope, with conceptual cost estimate.
- With the time limits for the PER, only primary stakeholders will be engaged.

- All meetings will be online.
- Access to the existing buildings will be available, following all safety protocols of the City of Austin and of each member of the design team.

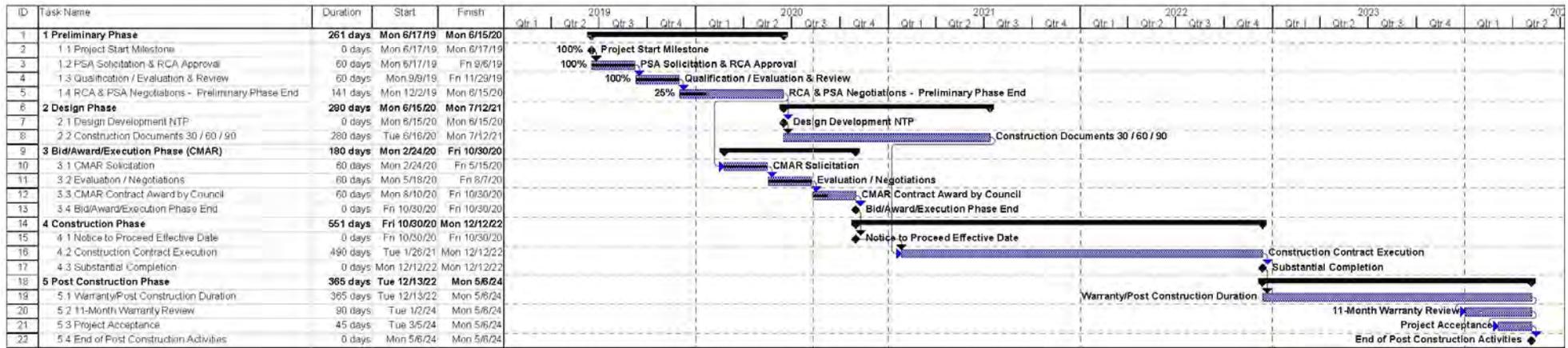
Schedule

- Week 1 – kickoff; begin gathering information
- Week 3 – Meeting #1 – progress report
- Week 5 – Meeting #2 – present preliminary report of essential scope + options
- Week 6 – Final version of Scope Document
- Week 8 - Receive cost estimate and compile final documents

Cost

Design Budget TBD; Construction Budget TBD

Faulk Library Building / Austin History Center Schedule



Interior Renovations Monthly Report

Project Description

Austin Public Library 2018 Bond Program Package CLMP286 Interior Renovations, combines five library branch projects with similar modernization and refurbishment scopes of work. The work requires project designs that are reflective of the emerging architectural styles of our region and sympathetic to the City of Austin initiatives including citizen participation in the design processes, Art in Public Places, and project team participation by minority and women-owned businesses.



The scope of Package “C” consists of selective demolition of the finishes of the existing building and renovations to the same that include interior finishes, floor finishes and base, new suspended ceilings and electrical service, lighting and plumbing, new gypsum drywall assemblies, storefront window systems and new furnishings. The project includes miscellaneous asbestos abatement. Compliance with current Americans with Disabilities Act (ADA) standards and the City of Austin Sustainability objectives are project goals. Projects which comprise Pkg. C are as follows;

- **The Old Quarry Branch**
- **Little Walnut Creek Branch**
- **Manchaca Road Branch**
- **Willie Mae Kirk Branch.**
- **St. John Branch**

Status

The proposal for the Preliminary Engineering Report (PER) was submitted to APL for review and approval. Comments were forwarded back to the Architect and a revised proposal was submitted.

APL has also partnered with PWD for Project Management and Construction Inspection Services. The new PM assignment has taken place and project files are currently under review.

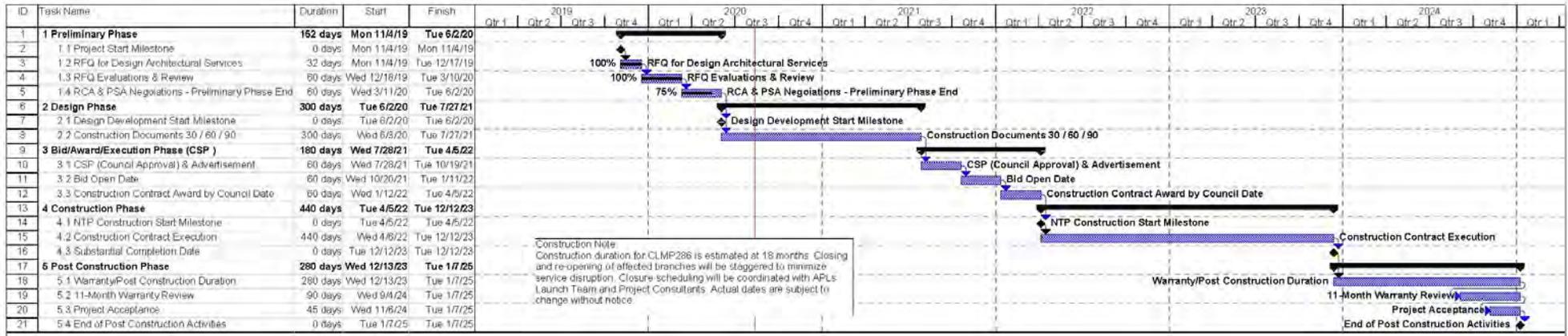
Schedule

Will be revised upon contract execution to reflect A/E Consultants Phase A deliverables.

Cost

Design Budget TBD; Construction Budget TBD

Interior Renovations Schedule



Roof Replacements & Systems Upgrades Monthly Report

Project Description

Austin Public Library 2018 Bond Program Roof Replacements & Systems Upgrades, combines six library branch projects with similar scopes of work for roofing system rehabilitation to extend the life-cycle and or HVAC Systems and controls upgrades. Warranty requirements for roofing systems shall be 20 years for leakage and weather and 10 years for HVAC Systems.



The HVAC Systems shall be upgraded to contribute to overall building energy goals, shall have low life cycle costs and capable of providing excellent indoor environmental quality while minimizing maintenance requirements. A Commissioning Agent (Cx) will assist APL Facilities Services with refining the HVAC functional requirements and roofing system rehabilitation requirements. Systems to be commissioned are Roof, Air Conditioning, Heating Systems, Security / CCTV, PV Array and Sub-Metering devices. Work by related trades may include but is not limited to, asbestos abatement, steel, building automation, electrical and plumbing. Project will also feature upgrading of the roof drainage system including scupper's, repair and upgrade of lightning protection system. Projects which comprise Pkg. D are further described as follows;

- **Ruiz Branch** Roofing System
- **Carver Branch** Roofing System & HVAC Upgrade.
- **University Hills** Roofing System
- **Howson Branch** HVAC and Controls Upgrade
- **Spicewood Springs** Roofing System
- **Yarbrough Branch** Roofing System, replacement of clerestories, and upgrade of lightning protection system.

Status

The proposal for the Preliminary Engineering Report (PER) was submitted and comments were drafted and forwarded back to the Consulting Engineer.

APL has also partnered with PWD for Project Management and Construction Inspection Services. The new PM assignment has taken place and project files are currently under review.

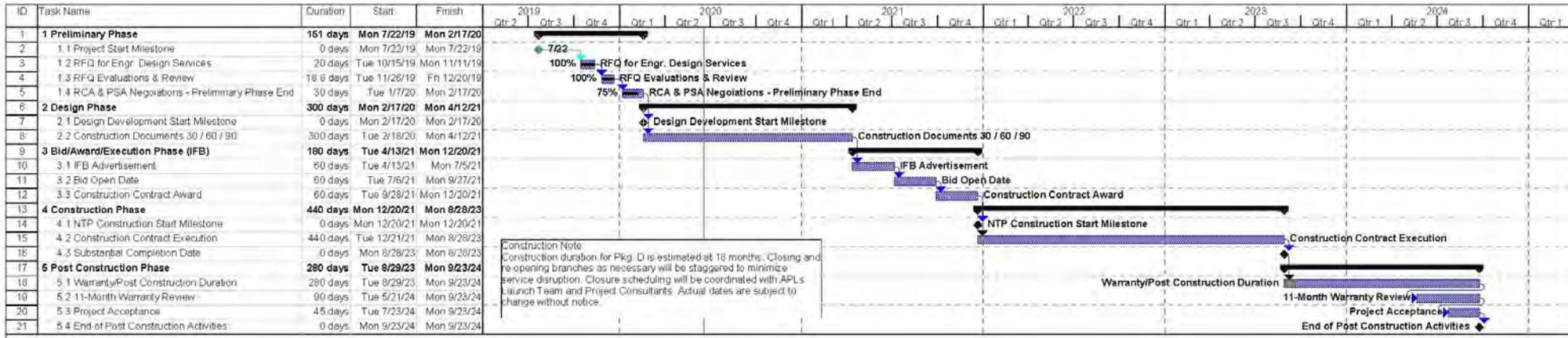
Schedule

Will be revised to reflect the Engineering Consultants Phase A deliverables

Cost

Design Budget TBD; Construction Budget TBD

Roof Replacements & Systems Upgrades Schedule



AUSTIN HISTORY CENTER

Grants

- The AHC received word that it was awarded a 2021 TexTreasures grant from the Texas State Library & Archives Commission, funded by the Institute for Museum and Library Services. The grant is for a project to identify and digitize photographs from the *Austin American Statesman* photo morgue that document communities of color in Austin and Texas. The project is scheduled to begin September 1.

Programming & Outreach

- AHC Staff participated in 1 live online program for July. AHC Manager Mike Miller spoke to a UT class for special needs students in the course “Austin 100 Years Ago” about food history.

Collections

- The COVID-19 Files project continues to bring in new materials. During July there were 11 donations totaling 1828 files.
- We received 3 linear feet of organizational records, photographs, and audiovisual materials documenting Walter E. Timberlake’s career as a union organizer and spokesperson to add to the Walter Timberlake Papers (AR.2005.003).
- The AHC launched a new online collection on the Portal to Texas History. In 2018, AHC was awarded a Rescuing Texas History Grant to digitize and make accessible 200 images from the Lisa Davis Photograph Archive. [Browse the photographs here](#). To learn more about Lisa Davis and her photography, [visit the finding aid for her full collection](#) or rediscover AHC’s 2018 exhibit, *We’ll Just Rock for Ourselves*, [available online](#). We received positive feedback from the collection donor, Kate Messer: “...but for one moment, the fact that those/we old dears could relax and have a laugh made my day. The entire reason I gave up the archives was exactly for folks to come across the pictures and gasp and laugh and feel utter joy.”
- African American Community Archivist kYmberly Keeton completed an oral history with Mrs. Hertha Glenn - East Austinite & 100 years old.

Reference

- The AHC's expanded reference and e-document delivery service continues for July and is very popular. We received 101 requests and completed 74 of them this month, delivering 4145 scanned items. Customers are very thankful that we started this service. Comments we have received this month:
 - *"This is an incredible archive and means so much to my father and me. My grandfather was a member of the FAB100 but chose to return to China instead of settling in Texas. ...Thank you again so much for sharing this. It means the world."*
 - *"Thank you for all the hard work especially with everything going on I imagine it wasn't easy."*
- During this time AHC staff helped with research on upcoming books *Unsung Heroes in the World of Pharmacy* and *Translating Community History*, KUT news story about the Lisa Davis collection, a Texas Standard NPR story on Asian Americans in Texas, upcoming documentary films about Suffrage and the independent film *The Pushback*, permanent outdoor interpretive panels at the French Legation Museum, and a *West Austin News* article about the AHCA's Katherine Hart Award.

LIBRARY PRIORITIES

Literacy Advancement

The bookmobile partnered with AISD's Summer Meal Program to give away free books to school age kids. Children under 18 received free breakfast and lunch from AISD and a book that is theirs to keep. In partnership with the Housing Authority of Travis County, the APL bookmobile distributed free books to youth living at Summit Oaks and Alexander Oaks Apartments.



Digital Inclusion & STEM

Austin Public Library loaned laptops to Austin's Camp El Ranchito so that children without laptops could participate in the virtual camp. El Ranchito offers a nature discovery summer camp for 4th through 9th graders who qualify for free or reduced lunches in Austin.

Equity, Diversity & Inclusion

APL staff established and led a virtual book club in Spanish in collaboration with the Mexican Consulate. The book club will meet virtually on a monthly basis through January 2021.

Civic and Community Engagement

Vital SignZ: The APL Community Zine is a collaborative zine made by and for users of the Austin Public Library. It will exist in online format initially, supplemented by a print companion in the future. Vital SignZ showcases the literary, visual, audio and cinematic artwork of our library's creative community. Everyone is creative, and everyone is invited to bring Vital SignZ to life and keep it pulsing. Vital SignZ was developed by reference librarians at the Central Library.

Staff Development

APL Organizational & Employee Development is excited to partner with Deer Oaks Employee Assistance Program to provide an "Employee Wellbeing and Mental Health" training series. Examples of sessions include Healthy Mind Toolkit-Boosting Your Mental Health, Disrupting Negative Thoughts, Preventing Digital Burnout, Supporting Your Child's Mental Health, and Leading a Resilient Team.

Workforce and Economic Development

Electric Lady Bird, APL's portal for streaming local music, added over 90 new albums to the collection. Musicians were paid \$200 for the rights to stream their albums for a three-year term.

STAFFING

Austin Public Library is pleased to announce that Dana Eure has been selected to be our new Assistant Director of Public Services, starting August 31, 2020.

In her last role, Dana was the Branch Channel Leader at the Charlotte Mecklenburg Library in North Carolina. In that role, she provided strategic leadership to their 20 library locations. Prior to that role, she served as the Associate Director of Lifelong Learning and was responsible for all library programs and partnerships for the Charlotte Mecklenburg Library. The rest of her career has been spent in various leadership roles in public libraries in North Carolina.

APL BY THE NUMBERS

Virtual Collections Usage July

- eBooks 131,621
- eAudio 72,549
- eVideo 12,069
- eMusic 3,340
- ePeriodicals 11,292
- Databases 93,561

Total virtual circulation 324,432

Library eCards issued 1,054

Programs

- recorded, 82 programs, 5,280 views

Social Media Engagements

- Instagram 6,381
- Facebook 5,270
- Twitter 338

Website Page Views

- Virtual Library page 17,120
- Library website 1,741,934

Curbside Service

- Number of holds filled 61,981
- Number of visitors picking up holds 11,703

Roosevelt Weeks

Director of Libraries

