

AUSTIN PUBLIC LIBRARY

September 2020 DIRECTOR'S REPORT

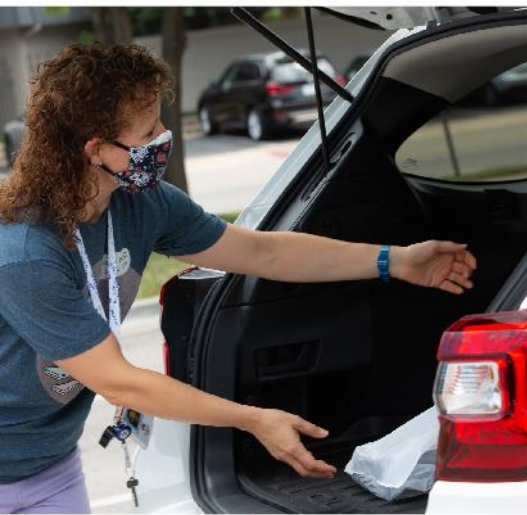


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HIGHLIGHTS

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.

On Monday, September 14, all locations providing curbside service extended hours to 8 PM on alternating evenings. Extending curbside hours gives customers more flexibility in retrieving reserves.

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.

APL Branches Repurposed During COVID-19

Austin Public Health (APH) continued with walk-up COVID testing at Southeast and Little Walnut Creek Branches. The 78744 area continues to be a geographical area with high incidences of COVID-19 cases. During August, it was reported by Ashley Elson, new testing site manager with Austin Public Health, that 1155 people were tested at the Southeast Branch. According to Ashley this makes the Southeast Library the busiest of the three walk-up sites run by APH.

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.

Austin Independent School District's Victory Tutoring program is using the St. John and Willie Mae Kirk branches as alternative in-person learning spaces while AISD utilizes online learning. The learning spaces opened on September 8 and attendance continues to grow as the Victory program enrolls students in the service.

Austin Public Library is providing fourteen voting sites for the November 3, 2020 Presidential Joint General and Special

Voting at the Austin Public Library

Austin Public Library is providing fourteen voting sites for the November 3, 2020 Presidential Joint General and Special Elections.

Voters registered in Travis County can participate in Early Voting, Tuesday, October 13 - Friday, October 30 at the Central Library and the Ruiz and Carver Branches.

On Election Day, November 3, the following locations will be voting sites: Central Library, Ruiz Branch, Carver Branch, Milwood Branch, North Village Branch, Old Quarry Branch, Terrazas Branch, Twin Oaks Branch, Will Hampton Branch, Windsor Park Branch, Yarborough Branch, Manchaca Road Branch, and University Hills Branch.

Voters registered in Williamson County will be able to vote Early or on Election Day at the Spicewood Springs Branch.

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: Public engagement for the Cepeda Branch Trail Project occurred. The Govalle Neighborhood meeting was attended by APL staff. A presentation was made on the proposed sidewalk under the 7th St bridge. Comments from that meeting were similar to the proposed sidewalks comments currently being posted on the SpeakUp Austin website.
- CLMP282 Faulk / AHC Campus: This project is in contract negotiations with the design and construction team related to an update and renovation to the Faulk Building and Austin History Center. Public Works / Architectural Project Management Division was brought on board in August.
- CLMP286 Interior Renovations: PWD PM, APL, and MWM met September 11, 2020, to discuss third draft proposal comments. Minor scope edits have been requested and discussions for public engagement efforts are set for September 25, 2020, with PM PW, APL and MWM. An extension to the contract execution date was requested by PM. More time is needed to review and negotiate the fee proposal for Phase A Preliminary Services. The estimated contract execution date is September 30, 2020.
- CLMP 287 Roof Replacement & System Upgrades: Execution of the A/E Design Contract for Preliminary Phase A Services is pending further review of consultant revised proposal. The target date for Contract execution has been extended by the CCO for 60 days for Phase A Services. The new contract execution

date for Preliminary Phase A Services is October 3, 2020. The new PM is getting clarification on the scope of work for 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.

The projected budgetary shortfall of \$261,682 was addressed by transferring funds from SPID 788.002.

Preparation of the project Solicitation Documents (Drawings and Project Manuals) is nearing completion.

The first Advertisement for Bids is scheduled to occur on Monday, September 7. The virtual, online Bid Opening is scheduled for Thursday, October 1, with a virtual, online Pre-Bid Conference to be held September 15 and a bidder's Site Visit on September 16.

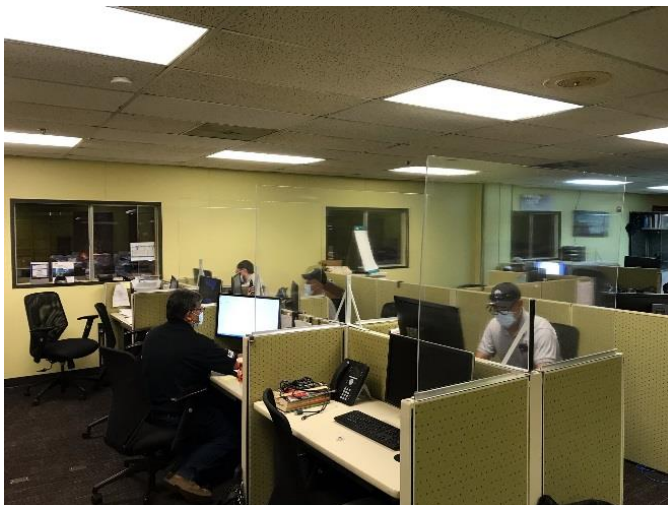
Budget / Cost

Appropriation \$1,311,839; Obligated \$579,442.17; Balance \$732,396.83

Schedule

- Estimated Construction Start January 2021
- Estimated 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 projected budgetary shortfall of \$249,401 was addressed by transferring funds from SPID 788.002. QMD approval of Solicitation Documents has occurred; and the first Advertisement for Bids will occur on Monday, August 31. The virtual, online Bid Opening is scheduled for Thursday, September 24, with a virtual,

online Pre-bid Conference to be held September 8 and a bidder's Site Visit on September 9.

Budget / Cost

Appropriation \$1,044,965; Obligated \$315,311.31; Balance \$729,653.69

Schedule

- Estimated Construction Start January 2021
- Estimated 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

The Unified Development Agreement has been completed and executed. The UDA is with CoA Legal for review and approval. Also, 100% Site Plans have been sent to the General Contractor Brown & Root in order to acquire a RS Means estimate for negotiations with CCO and APL.

Budget / Cost

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

Schedule

- Estimated Construction Start December 2020
- Estimated Substantial Completion December 2021

6014.042 Yarborough Branch



Scope of Work

Interior Renovation of 15,120 SF Facility

Status

Shelving was moved in and Maintenance team are still working the concerns items from the Branch Manager's list. New shelving was delivered by Educator's Depot. Custodial crew has cleaned the shelving. Maintenance team will remove the plexiglass prior to September 10 as new furniture is scheduled to be delivered on September 10 and 11.

Budget / Cost

Appropriation \$989,066; Obligated \$984,044.74; Balance \$5,021.26

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. Currently, APL is in the process of working with the Capital Contracting Office (CCO) to secure JOB (Job Order Contract) to secure General Contracting services by September 11, 2020. Also, APL Management requested a landscape professional services proposal and an Electrical Plan from the Architect. Bommarito Architects are in the process of producing a proposal for additional services - Landscape plans and electrical plans that will be submitted to APL by September 11, 2020.

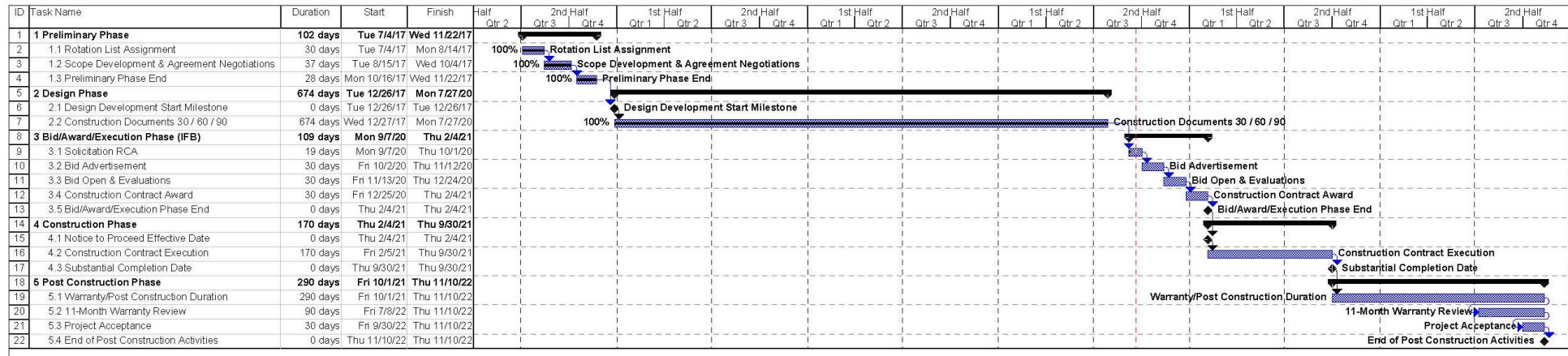
Budget / Cost

Appropriation \$1,175,263; Obligated \$1,088,546.88; Balance \$86,716.12

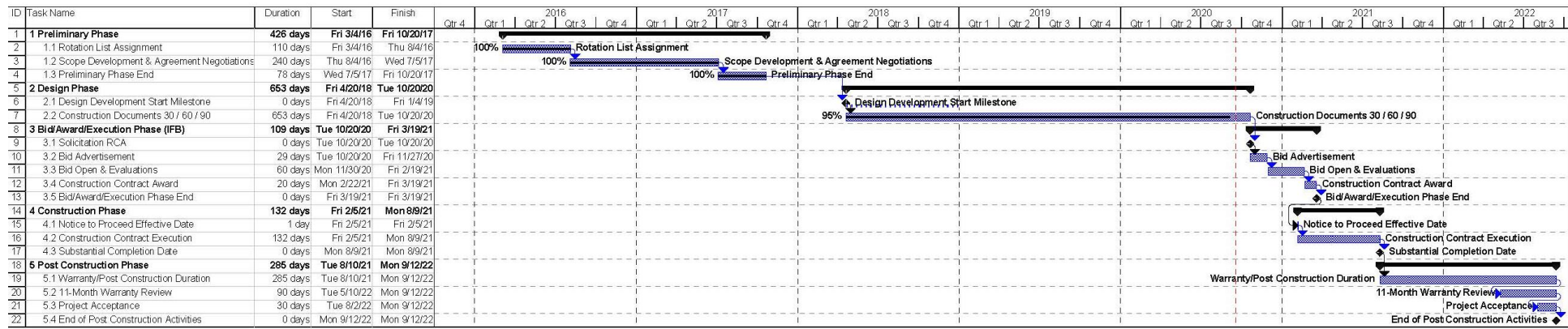
Schedule

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

Cepeda Branch Renovations



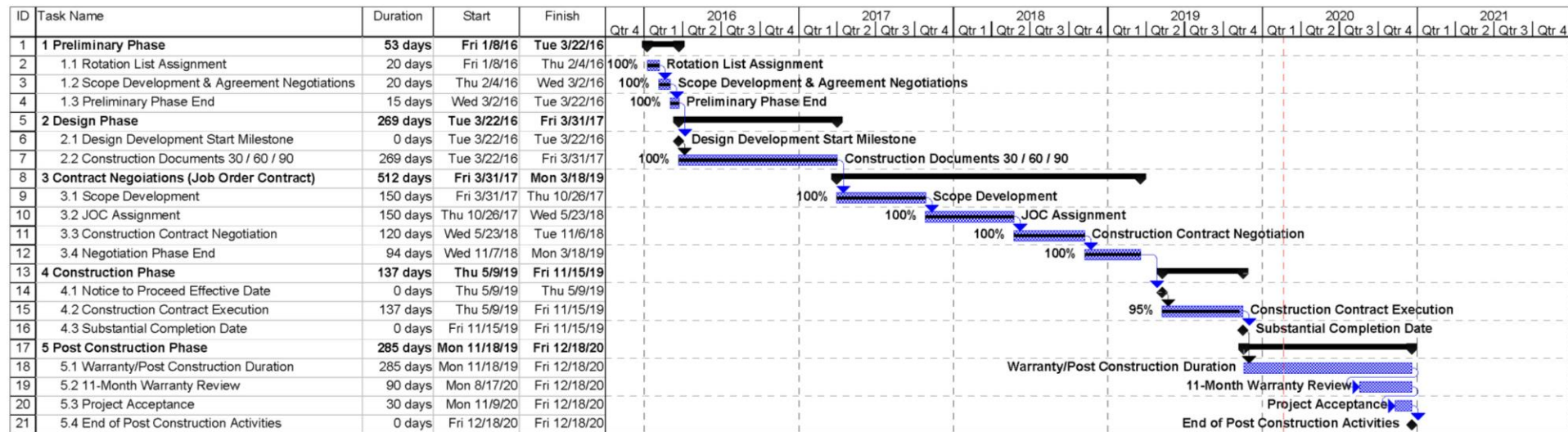
Zaragoza Warehouse



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. APL staff attended a Govalle Neighborhood meeting to give a presentation on the proposed sidewalk under the 7th St bridge. Comments from that meeting were similar to the proposed sidewalks comments currently being posted on the SpeakUp Austin website. September 15 was the final day for public input through the SpeakUp Austin website.
- The Will Hampton Branch Parking Lot Extension consultant has completed the field work for the site plan base. Next steps are the geological assessment in order to complete the storm water design concept. TCEQ buy in of the storm water plan will be required prior to finalizing the site plan. Project is on schedule for the design phase.

Schedule

See Gantt Chart

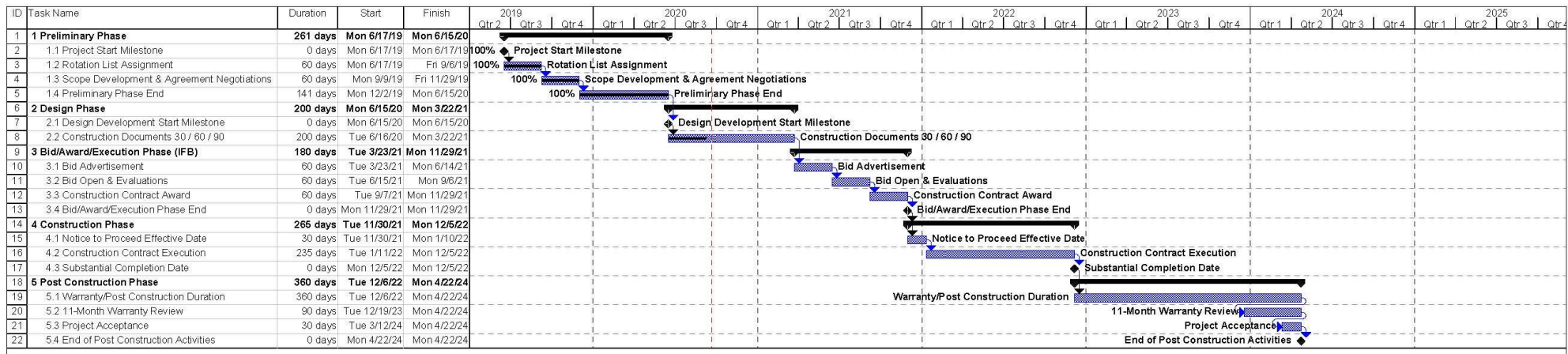
Cost

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

This project is in contract negotiations with the design and construction team related to an update and renovation to the Faulk Building and Austin History Center. Public Works / Architectural Project Management Division was brought on board in August. The CMAR Kickoff Meeting was held on August 7, 2020. PWD and APL will be negotiating their contract and rates



once the Design contract and scope has been finalized. This part of the work includes resolving / negotiating contracts with the design team which will be reviewed and approved by APL before the final execution.

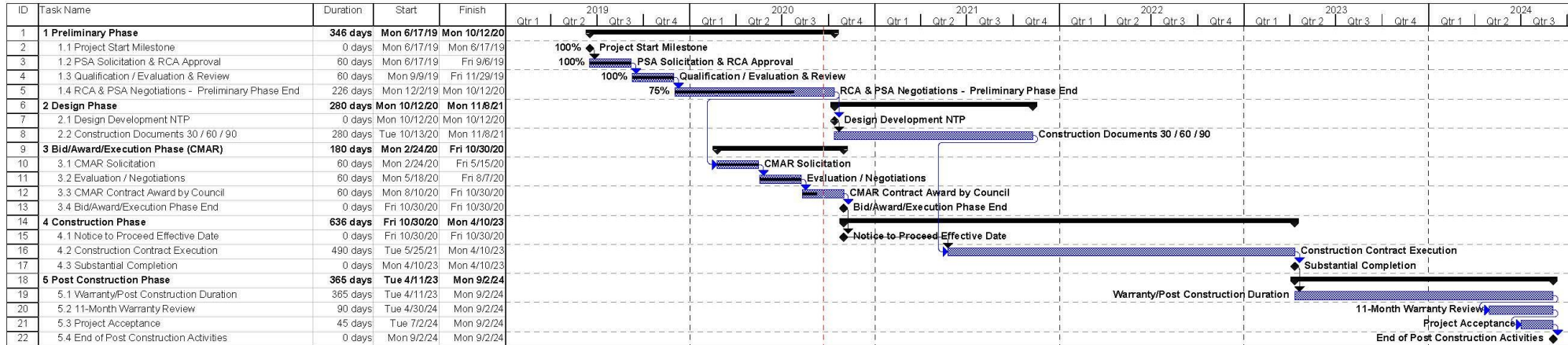
Schedule

See attached Gantt Chart

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 PWD PM is completing a final review of the MWM Proposal. An extension to the contract execution date was requested as more time is needed to review and negotiate fee proposal for Phase A Preliminary Services. The estimated contract execution date is September 30, 2020.

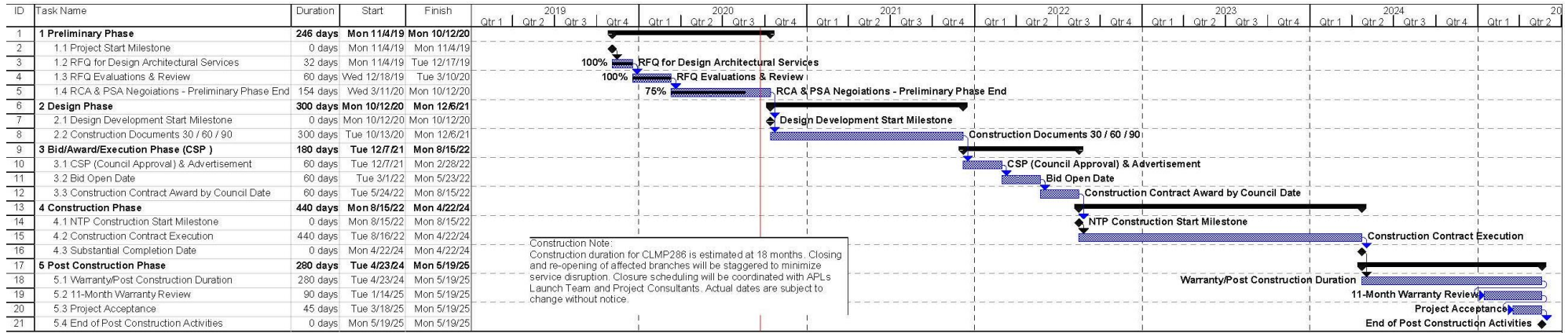
Schedule

Preliminary Phase PSA - See Gantt Chart

Cost

Design Budget \$685,261; Construction Budget \$5,692,306. Note: Design and construction budget estimates are subject to change without notice.

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 CLMP287 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

Execution of the A/E Design Contract for Preliminary Phase A Services is pending further review of consultant revised proposal. The target date for Contract execution has been determined by the CCO for 60 days for Phase A Services. The new contract execution date for Preliminary Phase A Services is October 3, 2020. The new PM is getting clarification of the scope of work for contract execution.

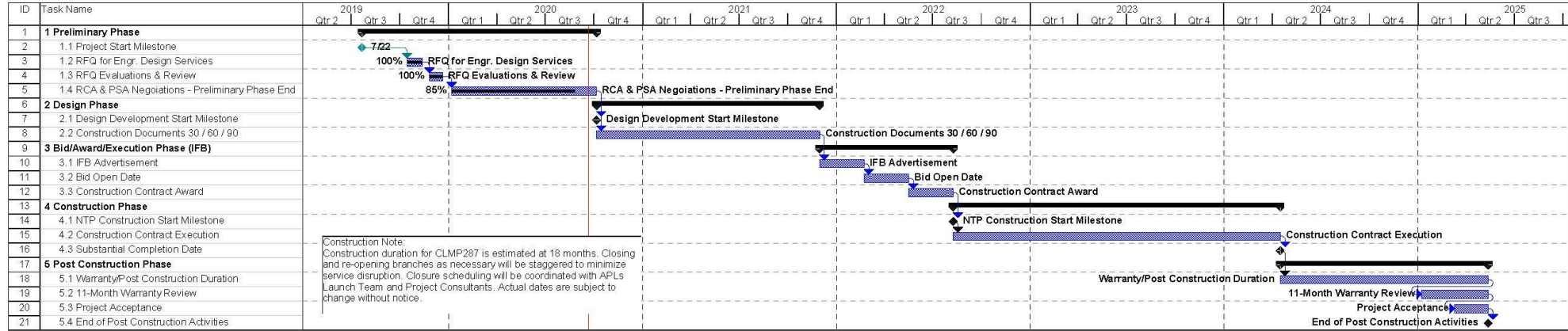
Schedule

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

Programming & Outreach

- Asian Pacific American Community Archivist Ayshea Khan presented “Uplifting Asian American Voices Amid Covid-19” at the 2020 Society of American Archivists virtual conference.

Collections

- The COVID-19 Files project continues to bring in new materials. During August there were 6 donations totaling 8 files. The project was featured in an article in Wired magazine at the end of the month that may generate a surge in new donations.
- AHC staff finished processing 1 collection, the Housewife Papers and Recordings Collection. The finding aids are available online at: http://www.lib.utexas.edu/taro/browse/browse_ahc1.html.
- AHC received nearly 2 gigabytes of digital records created by the Austin Asian Complete Count Committee (AACCC). Included are marketing materials, event recordings, and meeting minutes from February to July 2020 documenting the work of AACCC in ensuring the census count of Austin’s Asian American and Pacific Islander American communities.

Reference

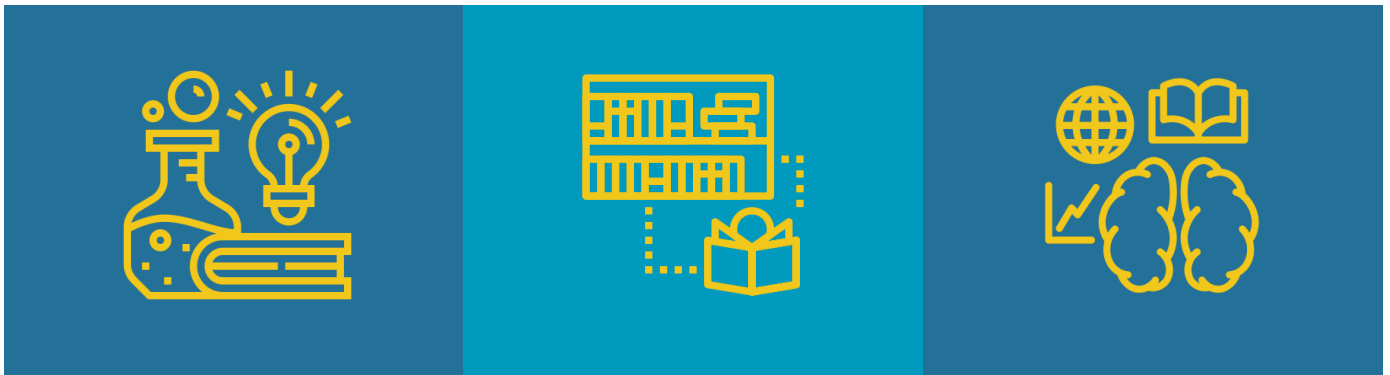
- The AHC’s expanded reference and e-document delivery service continues for August and is very popular. We received 120 requests and completed 100 of them this month, delivering 1812 scanned items. Customers are very thankful that we started this service. Comments we have received this month:
 - *I’ll take this opportunity to say thank you to you and the Austin History Center for your help with “Citizens at Last”. Nancy, Michelle, Daniel, Karen and I could not do this film without our archivists, and we’re especially grateful for how you’ve been able to continue to help during the pandemic.*
 - *Thank you so very much!!! I’m going through all the documents you sent me now. I’m really so impressed with the Austin History Center. This has been a phenomenal service.*
- During this time AHC staff helped with research on a Good Day Austin news story about Dorothy Turner’s daughter on Fox 7 News, an upcoming book about Dave Hickey, the Preservation Austin historic homes tour, and for a *Texas Observer* story about suffrage.

LIBRARY PRIORITIES

Literacy Advancement

The Windsor Park Branch's Children's Librarian is continuing to provide kids programming. He has an online weekly story time for the Trinity Child Development Center that has 40 attendees each week and a weekly story time to serve a Windsor Park neighborhood parent's group. He is continuing to work with APL+ to make and edit "The Van Studio Tour" and he worked on the Armadillocon SciFi festival using Van the puppet to do author interviews.

Central youth librarians reached out to AISD to support them by gathering information on their curriculum. Once this information was gathered, the youth librarians created an information guide for early childhood on the APL website. Additionally, the teen librarians worked with the AISD humanities teachers and created an information guide for humanities students. The librarians are reaching out to other schools for possible curriculum sharing. During this challenging time it is important that we are aware of the needs of students, parents, and teachers.



Digital Inclusion & STEM

Austin Public Library looks forward to helping close the digital divide in Austin by providing more Chromebooks, wifi hot spots, and internet subscription services with a \$49,975 CARES grant funded to APL by the Institute of Museum and Library Services / Texas State Library & Archives Commission. The grant will focus on services for students, parents, older adults, and the homeless.

Equity, Diversity & Inclusion

The reference team was busy creating videos for APL+. Videos on the Mango language learning platform, hoop weaving, job portal demo, Virtual Library resources for students, and multiple book talks were created. In addition, reference librarian Vija Mendelson completed closed captioning on 34 APL+ videos.

Civic and Community Engagement

The manager at the Cepeda Branch attended the Govalle Neighborhood Association meeting on August 8 to listen to community feedback on the Cepeda Branch Trail. She continues to update and respond to community

partners. Bilingual feedback flyers were provided to the Govalle/Johnston Terrace Neighborhood Plan Contact Team, Parque Zaragosa Neighborhood Association, Jolt, and Casa Marianella.

Staff Development

The City of Austin Community Engagement Division is offering a Language Access Basic Training for Library and other City staff. This monthly training is designed to ensure that staff has a basic understanding of their ethical and legal obligations, as well as current best practices in serving limited English proficient and non-English speaking individuals.

Workforce and Economic Development

Jace Furches, an APL reference librarian, presented on the APL online Job Portal at multiple meetings and at a Facebook Live event in partnership with AustinUP, a local nonprofit serving older adults. He and reference librarian Julie Brown were panelists for a national Bibliocommons webinar: Supporting Job Seekers & Entrepreneurs in 2020.

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 August

- eBooks 134,028
- eAudio 73,382
- eVideo 10,511
- eMusic 1,380
- ePeriodicals 12,174

Programs

- recorded, 90 programs, 3,660 views

Social Media Engagements

- Instagram 2,001
- Facebook 1,329
- Twitter 139

Website Page View

- Library website 1,805,871

Curbside Service

- Number of holds filled 68,790
- Number of visitors picking up holds 27,087

Roosevelt Weeks

Director of Libraries

