

AUSTIN PUBLIC LIBRARY

October 2020
DIRECTOR'S REPORT



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HIGHLIGHTS

Summer Reading Wrap-Up

When the Austin Public Library (APL) closed for public safety in the COVID-19 Austin Stay-at-Home order in March 2020, APL librarians quickly realized that we would have to pivot and present an entirely online virtual summer reading program. Librarians and library staff collaborated and created quests, or activities, for all age groups that would engage and entertain the public. We provided activities for all age groups such as sharing their COVID-19 story with the Austin History Center for their living-story archive, recreating book covers with found items, learning to draw a landscape, building forts, APL staff-written “Choose Your Own Adventure” interactive stories, and early learning singing time - in conjunction with guided reading activities and suggested reading lists by age group.

2020’s APL Virtual Summer Reading program, themed “Imagine Your Story” provided new virtual activities each month for the public in a way that allowed for social distancing and Austin’s Stay at Home order. Notably, the virtual format enabled APL to provide all summer reading programs and materials in both Spanish and English. APL saw a 39% increase in APL Summer Reading site views alone for the month of June 2020 (as compared to June 2019 site views), with nearly 10,000 individual views between June - August 2020.

CARES Grant

On October 15, City Council approved a \$49,975 CARES (IMLS/TSLAC) grant for the Austin Public Library. The funding will be used to buy laptops and hotspots for low income students in the Austin area.

Fraud and Waste

In October, the City Audit department found fraud and waste in the Austin Public Library. We appreciate the work of the Auditor’s Office on this investigation and accept their findings. We take fraud, waste, and abuse seriously, and while participating in the investigation we began taking immediate steps to address systemic deficiencies.

We have updated our purchasing operations and strengthened internal controls to eliminate opportunities for fraud and waste. For example, we’ve reduced the number of employees who have access to City credit cards, eliminated the use of store-specific credit cards for office supplies, limited the use of third-party payment platforms, strengthened monitoring, and provided extra training to all staff with budget authority and purchasing responsibility.

I believe these changes will prevent individuals with ill-intent from being able to take advantage of the internal control systems in future, and ultimately result in a more robust program for protecting the City's assets and the public's money.

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



2018 BOND
OUR COMMUNITY. OUR FUTURE.

Status

- CLMP180 2016 Site/Civil: Public engagement for the Cepeda Branch Trail Project occurred. The Cepeda Trail Consultant is seeking design alternatives used in other cities with similar projects. This may result in a delay of the Cepeda Branch Trail Project. The Consultant will use this lag in design effort to focus on the Hampton Branch at Oak Hill. To date the Consultant has completed a horizontal layout which honors the required 22 additional spaces and does not require removal of the monument tree.
- CLMP282 Faulk / AHC Campus: Contract negotiations with the A/E are wrapping up. The CMAR will match the design teams first contract through schematic design. A public engagement and outreach plan has been included in the A/E Proposal.
- CLMP286 Interior Renovations: Contract negotiations with the A/E are wrapping up. Contract execution is anticipated for October 30, 2020. A public outreach and engagement plan has been included in the A/E Proposal.

- CLMP 287 Roof Replacement & System Upgrades: Contract negotiations with the A/E are wrapping up. The new contract execution date for Preliminary Phase A Services is October 30, 2020. The preliminary phase design is anticipated to take two months.

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 100% Complete.

The project Solicitation has occurred, with the virtual Pre-Bid Conference held on September 22, and the Site Visit on September 23. An Addendum #1 and Answers to Bidders Questions document has been released; and the virtual Bid Opening is scheduled for October 8.

Budget / Cost

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

Schedule

- Estimated RCA December 2020
- 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 Rebid Bid Opening was held on September 24; and four bids were received and opened. Three of the MBE/WBE Compliance Plans have been delivered to SMBR (Small & Minority Business Resources Department) for their review and recommendation of compliance or not. A Council Action agenda item is being prepared for consideration at either the November 12 City Council Meeting or the December 3 meeting.

Budget / Cost

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

Schedule

- Estimated RCA November 2020
- 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

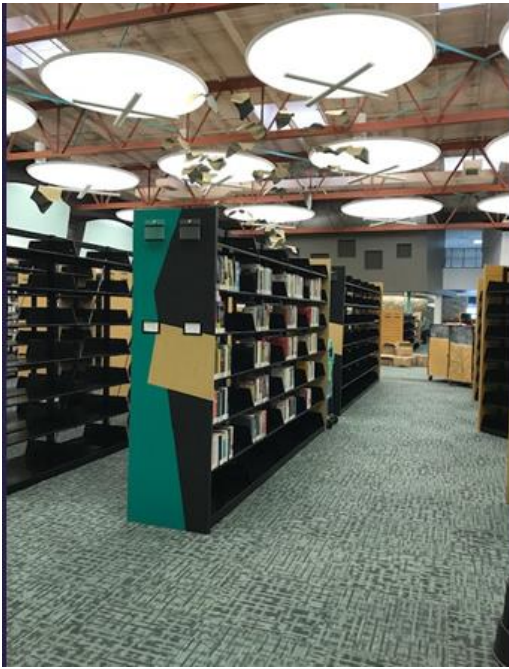
The Unified Development Agreement has been completed and executed. A Project Manager from PWD has been assigned the project. COVID-19 has impacted the construction market in Central Texas and APL is considering sending the project out as an IFB to obtain construction cost competitively.

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%. A new Project Coordinator has been assigned. Construction Documents are under review and a SOW for the Contractor is being prepared.

Budget / Cost

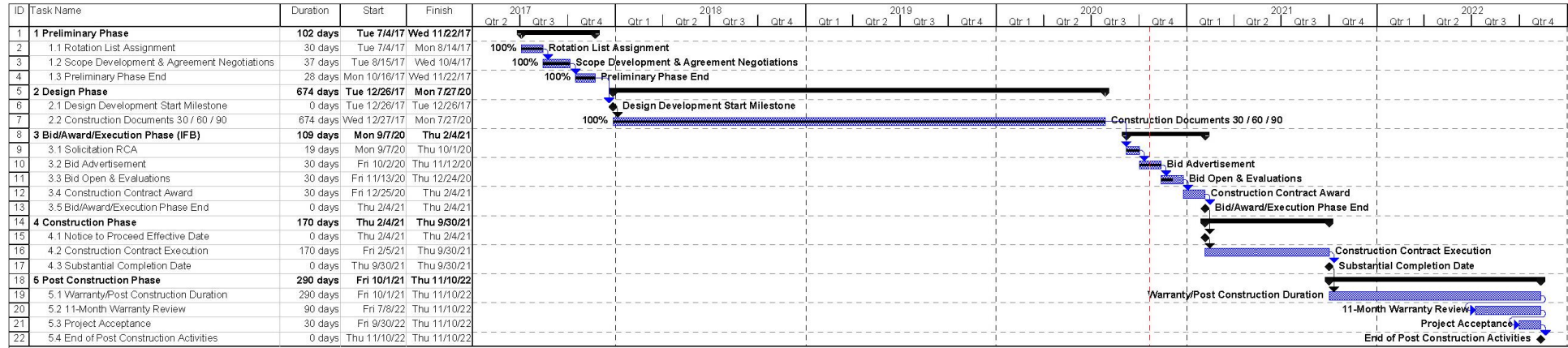
Appropriation \$1,175,263; Obligated \$1,088,546.88; Balance \$86,716.12

Schedule

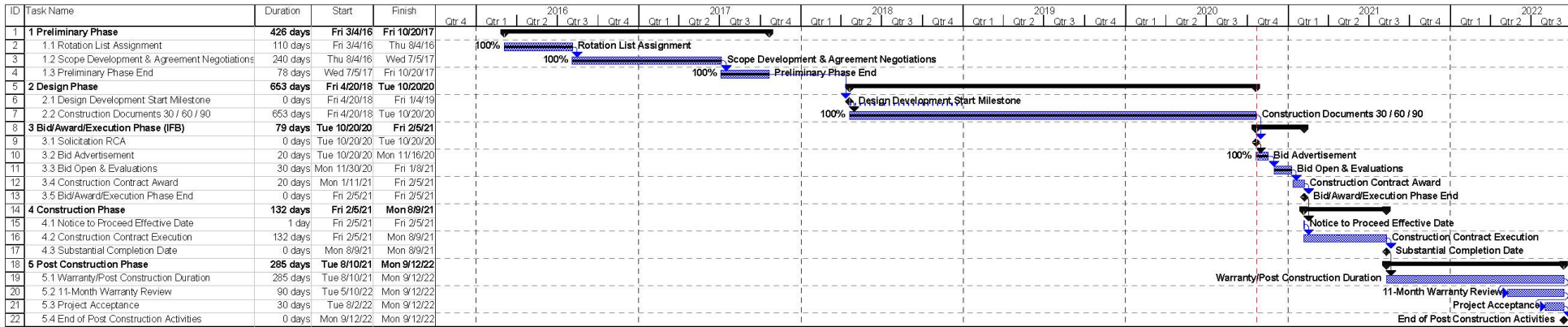
- Construction Start Estimate November 2020



Cepeda Branch Renovations



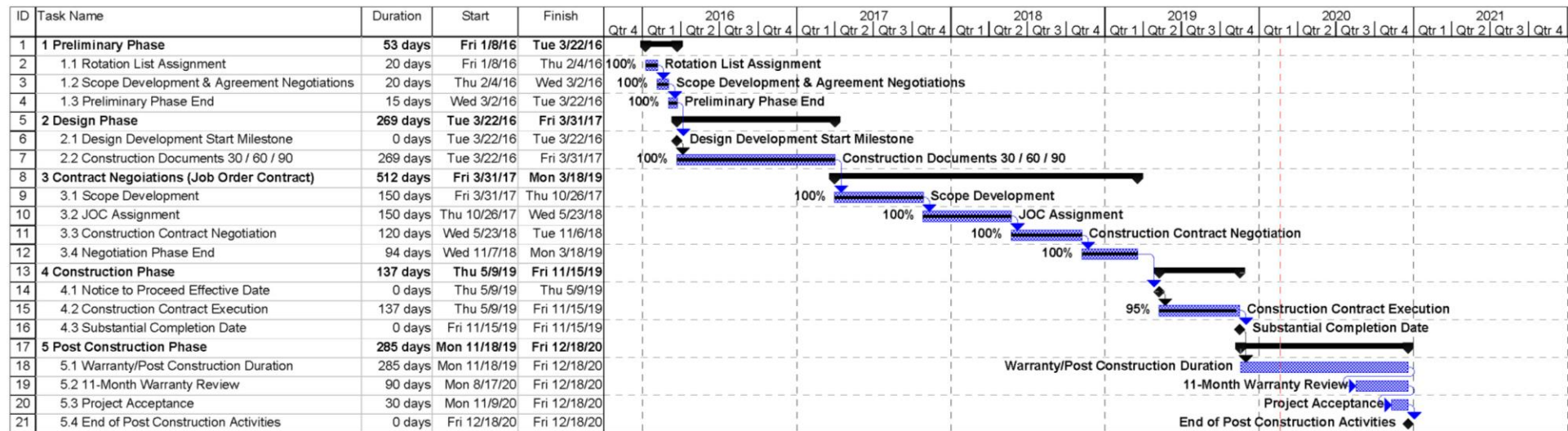
Zaragosa Warehouse



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 Consultant is actively seeking design alternatives used in other cities on projects similar to the Cepeda Branch Trail. They will present photos of these along with a rendering of the path location. This may result in a delay of multiple months. Consultant will use this lag in design effort to focus on the Hampton Branch at Oak Hill.
- The Will Hampton Branch Parking Lot Extension consultant has completed the field work for the site plan base. Consultant has completed a horizontal layout which honors the required 22 additional spaces and does not require removal of the monument tree. Consultant has also submitted a preliminary estimate of costs, not including electrical or lighting.
- Geologic investigation is required to update the Stormwater plans and permits. Cost of this extra work is being negotiated.

Schedule

See Gantt Chart

Cost

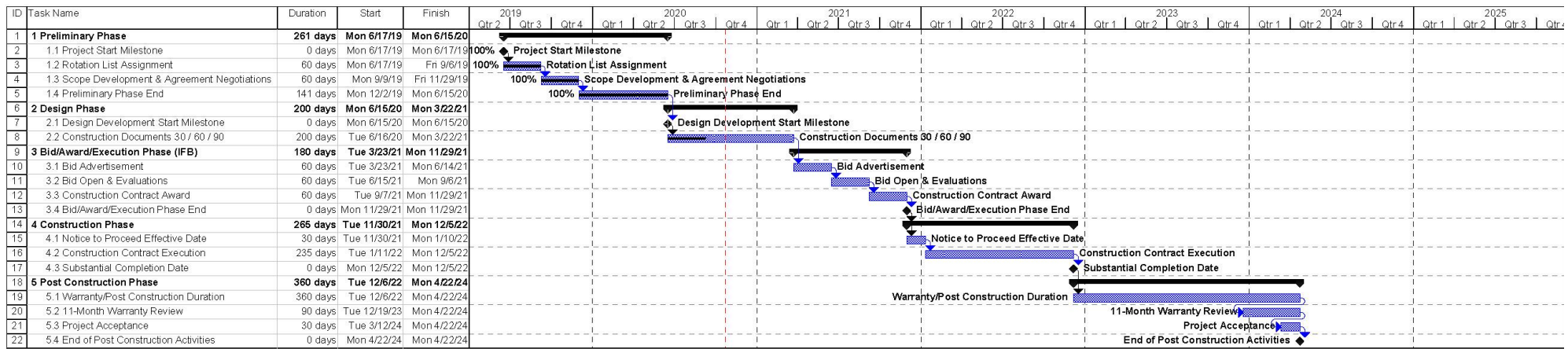
Hampton Parking Lot Expansion: Appropriation \$751,000; Obligated \$84,082.72; Balance \$666,917.28

Cepeda Branch Trail: Appropriation \$307,000; Obligated \$47,198.48; Balance \$259,801.52

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

Negotiations with the A/E team are wrapping up. The addition of a surveyor, communications consultant, and 3D image capturing has added a bit of time but will help not hold us back once design starts. The CMAR will match the design teams first contract which will take us through schematic design. Negotiations with Spawglass are ongoing.



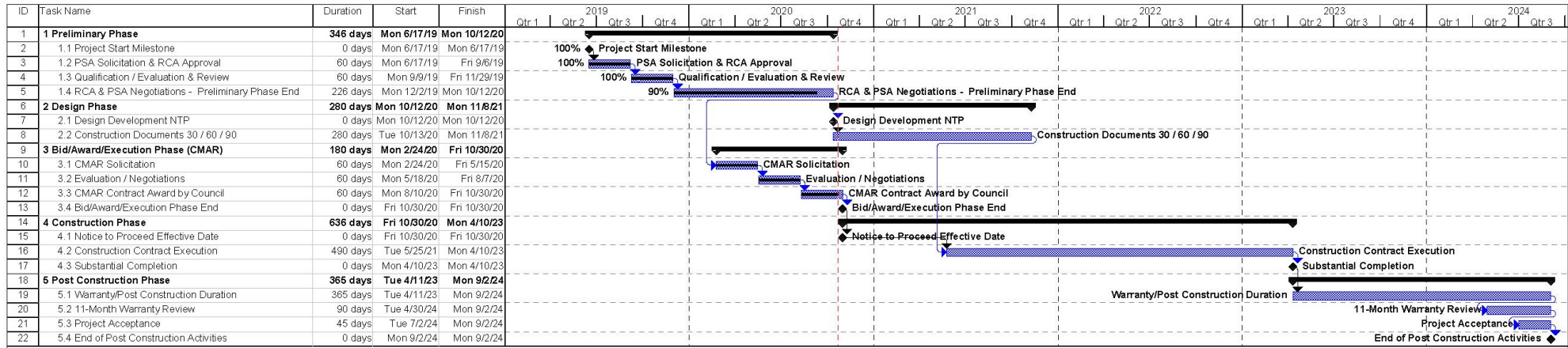
Schedule

See attached Gannt Chart

Cost

Appropriation \$19,382,247; Obligated \$249,449.63; Balance \$19,132,797.37

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

APL and PWD representatives met with consultant MWM Design September 11, 2020 to discuss scope and review comments on the proposal. A scheduled meeting on September 25, 2020 took place to discuss public outreach and engagement so that the requirements can be incorporated in a revised proposal.

Schedule

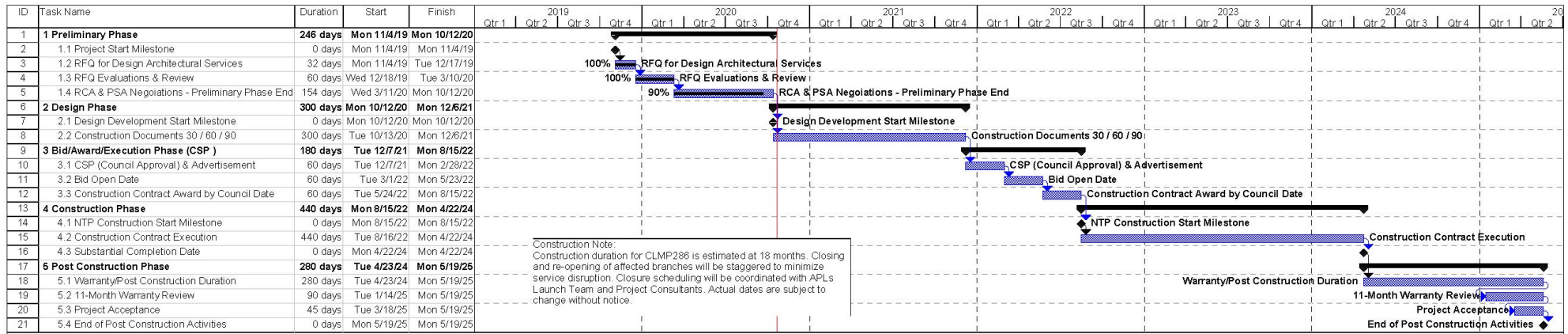
- Phase A Preliminary Phase - 2 months
- Phase B Design Phase - 10 months
- Bid / Award / Execution - 8 Months (CSP/W Council approval of methodology)
- Phase D Construction 18 months
- Phase E Post Construction / Warranty - 12 months

Note: The design and construction program's deliverables are programmed for 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.

Cost

Design Budget \$685,261; Construction Budget \$5,692,306

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

The Preliminary Project Schedule details as follows:

- Phase A Preliminary Phase - 2 months
- Phase B Design Phase - 10 months
- Bid / Award / Execution - 8 months (CSP/W Council approval of methodology)
- Phase D Construction - 18 Months
- Phase E Post Construction / Warranty - 12 months

Note: The design and construction program's deliverables are programmed for 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.

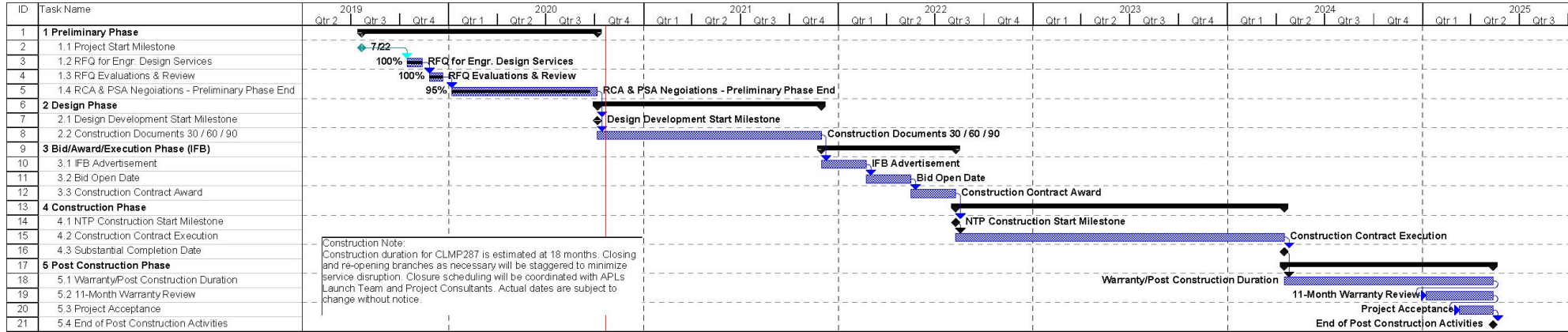
Cost

Design Budget TBD; Construction Budget TBD

Other Issues

None to date

Roof Replacements & Systems Upgrades Schedule



AUSTIN HISTORY CENTER

Programming & Outreach

- On September 26, Asian Pacific American Community Archivist Ayshea Khan presented Perlas ng Austin Virtual Pista, in collaboration with the Austin Filipino American Association and Asian American Resource Center. This was a virtual pre-recorded event attended by 122 and positively received: "On behalf of the AFAA organizing team, I would like to thank you for your phenomenal support in producing our virtual event. We could have not done it without your collaborative expertise of putting it all together. It was greatly enjoyed by Filipino community; they learned a lot more of our Filipino heritage." - Susan Fifer, longtime Filipino community member and past President of the Austin Filipino American Association

Collections

- The COVID-19 Files project continues to bring in new materials. During September there were 2 donations totaling 18 files.
- AHC staff finished processing 3 collections, the Ziller Family Papers, the American Association of University Women, Austin Branch Records, and the Austin Public Health Records. The finding aids are available online at: http://www.lib.utexas.edu/taro/browse/browse_ahc1.html.
- AHC received 10+ linear feet of news clippings, correspondence, photographs, sketches, drawings, artifacts, film, audio, and video recordings to add to the Ramon Galindo Video Collection (AR.2009.050). Galindo, who passed away in June of this year, was a Mexican American magician, historian, videographer, and WWII veteran who resided in Austin for most of his life.
- AHC staff conducted two oral history interviews in September: one with local author and filmmaker Owen Egerton and the second with Alice Yi, longtime Chinese community member, founder of Austin chapter of Asian Pacific American Policy & Affairs, and chair of Austin Asian Complete Count Committee.

Reference

- The AHC's expanded reference and e-document delivery service continues for September. We received 119 requests and completed 120 of them this month, delivering 2982 scanned items. Customers are very thankful that we started this service. Comments we have received this month:
 - I am a long-time user and fan of the Austin History Center from back in the early days of reading microfiche on the big crank machine. The resources and staff have always been excellent. Our most recent experiences, however, have exceeded even my high expectations. My principal and I reached out for help through the AHC website, and Kelly Hanus responded with resources and additional information within hours. Highland Park's campus Equity committee realized we needed to understand our own neighborhood and school history of segregation and racism before we could*

begin to address these issues with our students. Kelly researched and shared a variety of primary source materials that are enabling us to develop powerful social studies lessons for students across the grade levels. This work would not have been possible without the Austin History Center collection and Kelly's willingness to continue digging as we asked additional questions. We are grateful for the shared treasures and the impact they will have on student understanding and perspective.

- During this time AHC staff helped with research on 2 news stories for KVUE news; new Historic Design Standards for the city's Historic Preservation Office; an upcoming book about Juneteenth by State House Press; a story about Aqua Fest for the Statesman; a KUT/Texas Standard story about Asian Americans in Austin; and a short film by AIA Austin Women in Architecture called "A Violet Horizon."

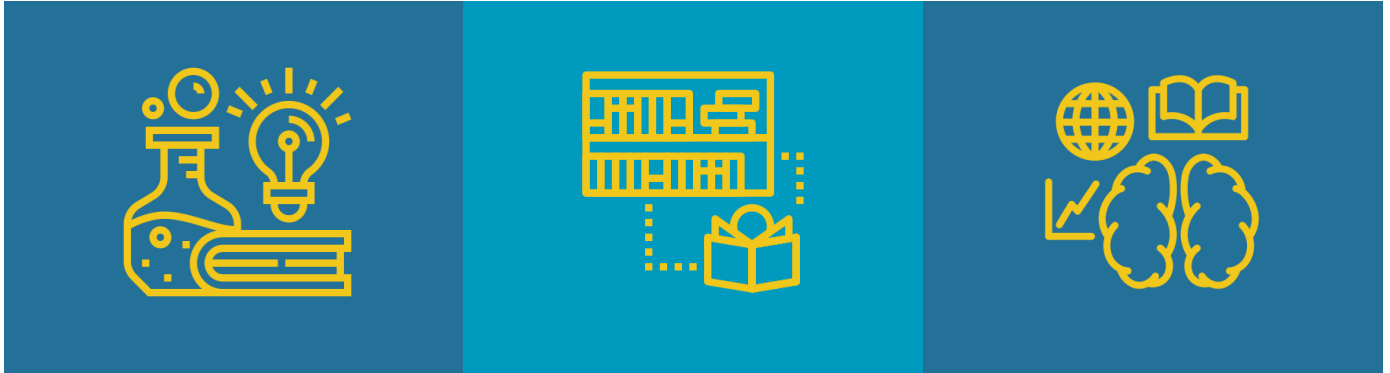
Staff

- Asian Family Support Services of Austin selected Asian Pacific American community archivist Ayshea Khan as a recipient of a 2020 Lotus Award. Lotus Awards recognize excellence in service, professionalism, and innovation in finding solutions to serving immigrant and Asian survivors of domestic and sexual violence. The AFFSA "*recognized your leadership and vision in creating Saheli: The Courage to Be. Your historical tribute to our founding sisters and origin story, oral histories, panel discussion, and archival exhibit at the AARC lifts up our community's continued effort to break the cycle of violence. Your work in curating and exhibiting Saheli: The Courage to Be truly reflects AFSSA's values of Prevention, Advocacy, Responsiveness, and Transformation; you're truly doing your PART to join with AFSSA and lift up the power of our people.*"

LIBRARY PRIORITIES

Literacy Advancement

Several library branches are looking to resume regular book club programs by going virtual! Carver facilitated their “Real Reads” nonfiction book club online and Spicewood Springs had a great online turnout for their “YA for Adults” book club, among others.



Digital Inclusion & STEM

Austin ISD’s Victory Tutoring Program continues to provide learning centers out of the Willie Mae Kirk and St. John branches. Students participated in Digital Inclusion Week with kits to make wobblebots and catapults provided by APL.

Equity, Diversity & Inclusion

Branches celebrated a social-distanced Hispanic Heritage month through Take & Make bags, buttons, crafts and window decorations.

Civic and Community Engagement

The Library partnered with Austin Public Health to distribute free PPE to over 500 families at the Ruiz Branch on September 4 and September 18. The bookmobile was present at several community food distribution events, and library staff handed out free books while people waited in line.

Staff Development

The City of Austin is partnering with LinkedIn Learning to bring a Virtual Learning Week to City employees Oct. 26 to 30.

Library employees have many responsibilities, including inspiring and empowering the people around them. Especially in this season where every norm seems disrupted, where stress and exhaustion are at an all-time high, working can be quite challenging. But there are many learning resources that can help employees meet these current challenges.

By showcasing the power of learning and the training opportunities that all CoA employees have access to via LinkedIn Learning, the City is hoping to inspire employees to improve their current skills or learn something new that helps in their daily work.

Workforce and Economic Development

As part of its ongoing commitment to strengthen support services for job seekers, APL will offer a series of virtual workshops in partnership with Google beginning October 19. Topics include Power Your Job Search with Google Tools; Communicate with Calendar & Gmail; Mejora tu búsqueda de empleo con las herramientas de Google; Create a Resume with Google Docs; and Collaborate, Meet and Work Remotely.

APL BY THE NUMBERS

Virtual Collections Usage

September

- eBooks 122,735
- eAudio 81,329
- eVideo 8,508
- eMusic 1,378
- ePeriodicals 12,538
- Total 226,488

Programs

- recorded, 161 programs, 2,880 views
- “live” virtual, 19 programs, 2,781 attendees

Social Media Engagements

- Instagram 4,593
- Facebook 2,995
- Twitter 285

Website Page Views

- Library website 1,651,034

Curbside Service

- Circulation 165,190

Roosevelt Weeks

Director of Libraries

