



### Highlights

- The Leaf for a Leaf finale will be March 2, 2013 - 9 a.m. to 12 pm at Dick Nichols Park, 8011 Beckett Rd
- There are currently no upcoming City Council agenda items for APL scheduled for January.

### Facilities Services

**New Central Library Project:** With the start of the New Year, design work accelerated on the New Central Library Project. On January 7th, a WebEx coordination meeting was conducted with Christian Moeller, the artist creating the public art for the new facility, and the architects, engineers, City staff and construction firm personnel working on the New Central Library Project. The purpose of the meeting was to give all concerned an update on the development of art piece's aesthetics, logistics, engineering, materials and maintenance. On January 9th, City staff, involved developers and area stakeholders attended an all day workshop hosted by the City of Austin Office of Sustainability and led by Rob Bennett of the Portland Sustainability Institute on "Applying the EcoDistrict Framework to the Seaholm District". EcoDistricts are neighborhoods or districts where neighbors, community institutions and businesses join city leaders and utility providers to meet ambitious sustainability goals and co-develop innovative district-scale projects. Once an industrial parcel on the southwest edge of downtown, the Seaholm District is in the process of being redeveloped into a LEED-ND (Leadership in Energy and Environmental Design – New Development) neighborhood with affordable (dense) housing, a new state-of-the-art central library, improved transit and a historic, repurposed, art deco power plant. Library staff provided a presentation on Austin's New Central Library to the Questors Class at the University United Methodist Church on January 20th, which was well attended and well received. On January 22, involved City staff and members of the New Central Library design team attended the Parks and Recreation Board Meeting to request approval for the New Central Library to permanently use 10,320 square feet of the Shoal Creek Greenbelt for an outdoor amphitheater, planter beds and sidewalk approaches to the building. Project matters being dealt with this month also include but are not limited to the design of the demonstration kitchen area, sub-metering of the building's retail spaces, engineering of the vault to be used as a rainwater harvesting cistern, interface between Austin's chilled water system and the building's mechanical equipment/controls, the book stack lighting, exterior metal cladding for the building and the completion of the Seaholm Substation site remediation process. The project schedule for the New Central Library remains as follows:

April 2013 ~ Construction Cost Limitation approved by Council

June 2013 ~ Construction Document Phase completed (100% Complete Design Package Delivered)

August 2013 ~ Permits received

October 2013 ~ Groundbreaking Ceremony conducted

December 2013 ~ Construction begins

December 2015 ~ Construction completed

Spring 2016 ~ Grand Opening Ceremony celebrated.

**2012 Bond Development Process:** On December 3rd, Library staff met with Capital Management and Public Works staff to discuss project management of the nine (9) Library projects to be carried out with 2012 Bond funding. An Initial Planning Meeting for the Library 2012 Bond Program was subsequently held on December 17th with Library, Capital Planning and Economic Growth and Redevelopment Services staff in attendance. The meeting was used to discuss several items related to 2012 bond implementation planning, including verification of project information (scope, schedule, budget) for projects approved in the 2012 bond election and the work sequencing for these projects. The Library projects to be undertaken as part of this 2012 Bond Program are in priority order:

- University Hills Branch Library Parking Lot Expansion
- Pleasant Hill Branch Library Roof Replacement and HVAC Upgrade
- Milwood Branch Library Renovations
- Will Hampton Branch Library at Oak Hill Renovations
- Austin History Center Interior and Exterior Improvements
- Zaragoza Warehouse Fire Sprinkler Upgrade
- Cepeda Branch Library Renovations
- Yarborough Branch Library Renovations
- Windsor Park Branch Library Renovations

The goal for bond program implementation plan completion is February 2013, in order that staff may move forward with pertinent budget amendment requests to Council. It is anticipated that these funding appropriations will be secured during March of 2013 so that the actual delivery of the bond program may be initiated.

### Financial Year 2014 Capital Improvement Program Plan:

Because of the combination of the financial and strategic planning components of the of the CIP Plan, the Fiscal Year 2014 CIP Plan will be jointly produced and presented to the Planning Commission – CIP Committee by the Budget Office and Capital Planning Office. On January 25th, a CIP Plan Submittal Review Meeting was held with the Library Department, Capital Planning Office and Budget Office to check on the Library Department's CIP Plan Submittal progress. The Capital Improvement Program (CIP) FY 2013-2014 schedule is as follows:

February 11 ~ CIP Plan Narratives and Planning Models Results due to the Capital Planning Office

March 6 ~ CIP Plan Pages and Bond Appropriation/Sale Schedules due to the Budget Office

Early April ~ City Manager to review CIP Plan & Bond Sale Schedule

April 18 ~ Financial Forecast Presentation to Council

June 25 ~ Planning Commission recommends FY14 CIP Plan

August 1 ~ Proposed Capital Budget presented to Council

September 9 – 11 ~ Budget Readings/Approval

**Faulk Central Library/Austin History Center Chiller and Cooling Tower Retrofit:**

The final fabrication work has been completed on this project, which involves installing a fresh air duct and mechanical ventilation fan for the building's chiller system in order to provide a constant flow of fresh air to the mechanical room with high volume air flow in the event of a refrigerant leak. If a refrigerant leak should occur, this additional air flow will protect staff and customers by evacuating the refrigerant and displacing it with outside air. At this time, fine tuning of the equipment programming is being performed for both the new chiller and new cooling towers in order to improve upon the 30% more energy efficient operation already achieved by means of this retrofit project. Scheduling of walk-throughs and sign-off for completion are expected to occur no later than the end of January. This project has been a successful collaboration between two City departments, the Austin Public Library and Austin Energy, undertaken to accomplish necessary infrastructure renewal goals utilizing federal grant funds.

**Exterior Security Cameras Installation Project:**

A revised scope of work has been developed for the twelve branch libraries still awaiting the installation of exterior night/day security cameras. This project scope revision was deemed necessary as original pricing for the equipment is now outdated and in some instances, specified equipment is no longer in manufacture. Schneider Electric is presently in the process of preparing a revised project proposal for review and acceptance by the Austin Public Library (APL). The project team, which includes representatives from the Communication Technology Management Department (CTM), Austin Public Library Security, Schneider Electric, and Titus Electrical Contracting, LP., have coordinated walk-through inspections of the twelve remaining branches to ensure consistency and prevent task overlap. The Communications Technology Management Department (CTM) has recently informed the Austin Public Library (APL) that they are near to exhausting their spending authority under the master agreement with Schneider Electric. Spending estimates for project completion have been submitted by the various City departments so that CTM can decide which departments' projects can continue to progress. If the estimated spending plan needed to complete the APL's Exterior Security Camera Installation Project exceeds the master contract's remaining spending authority then there will be a project delay of approximately three (3) months while CTM secures additional Council

authorization to purchase security monitoring equipment and programming software. However, the APL will continue to move forward, by working with a separate cabling contractor, in completely cabling its buildings that still require the installation of security cameras. It remains possible that the APL's Exterior Security Camera Installation Project may yet be completed before the Spring of 2013.

**Faulk Central Library Boilers and Flue Retrofit Project:**

In order that the project negatively impact customer use as little as possible, the Library Department is endeavoring to carry out the work entailed during the month of March when Spring Break reduces customer usage. After researching the various construction delivery methods available to the City of Austin, Library staff have determined that utilizing a vendor from the Job Order Contract would provide the best opportunity for having the work performed during the desired time period. Municipalities are authorized to award JOCs (Job Order Contracts) for facilities improvements to one or more contractors based on an established set of unit prices for work items for which contractors propose a competitive coefficient (overhead and profit percentage). As with other Alternative Delivery Methods, evaluation and selection is based on "best value" evaluation criteria, including but not limited to:

- Qualifications, relevant experience and skills
- Cost (Coefficient or Overhead and Profit Percentage)
- Ability to perform and deliver project
- Local business presence

The City of Austin managed JOC program for provision of construction, repairs and maintenance services to City of Austin facilities issues work to JOC contractors by means of Job Order Assignments (JOAs), the Library Department submitted a Final Request for Job Order Assignment for this project to the Contract Management Department on December 21st. The Quality and Standards Management Division of the Contract Management Department is currently completing the requisite QAQC (Quality Control/Quality Assurance) Assessment of the 60% Complete Construction Drawings, Final PER (Preliminary Engineering Report) and other contract documents for this project, following a review and sign-off by the Austin Public Library and its Commissioning Agent.

The Contract Management Department currently plans to have their executed JOC contracts in place by January 25th, and to have departmental funds encumbered for work projects requested by February 1st. Contract Management anticipates making JOC assignments for projects, including the Faulk Central Library Boilers and Flue Retrofit Project, during the week of February 11th. Since the JOC cycle of contract award, assignment and negotiation will not be completed in time for the Faulk Central Library Boilers and Flue Retrofit Project to be carried out during March, as desired, the Library Department will review the available construction delivery methods to ensure the best match is selected for the project. A new project construction schedule to be embarked upon later this year will soon be established and widely publicized to both Library staff and customers.

## Austin History Center

### **Collections**

- AHC staff finished processing 3 collections and placed EAD encoded finding aids for these collections on the Internet at the TARO website. These collections include the South River City Citizens Records, the Jessen Associates, Inc. Records and Drawings, and the David Hoffman & Co. Records and Drawings. Additionally, 3 existing collections were updated and new finding aids published, for a total of 6 new finding aids. The finding aids are available online at: [http://www.lib.utexas.edu/taro/browse/browse\\_ahc1.html](http://www.lib.utexas.edu/taro/browse/browse_ahc1.html).
- The AHC recently added an interesting oral history recording to the collection, an interview with Glenn Fukunaga. He is an Austin-based Japanese-American bass player who has played with Bob Dylan, Robert Plant, The Dixie Chicks and Junior Wells, among others.

### **Exhibits**

- The AHC designed a temporary outdoor exhibit on the history of Wooldridge Square Park, installed on the temporary fencing along the Guadalupe St side of the park. This was the AHC's first attempt at an outdoor exhibit installation and was an experiment using Tyvek as a printing medium for our exhibit pieces. This exhibit was done in cooperation with PARD and the Friends of Wooldridge Square and will be up until the park reopens in March 2013.

### **Publications**

- Photos from the AHC were purchased for use in the upcoming books Photography of Texas Politics (UT Press), Redefining Rape (Harvard UP), and A Dozen Decades of DRT (Daughters of the Republic of Texas) and a new website for the local restaurant Walton's Fancy and Staple.

### **Grants**

- The AHC received word that it will receive a \$10,000 grant from the Austin Communities Foundation in support of its project to document the history and founding of the Emma S. Barrientos Mexican American Cultural Center. The grant will help fund the costs of transcribing some of the 30 plus oral history interviews conducted during the project and to make these interviews accessible over the Internet.

### **AHCA News**

- Waterloo Press, the publishing arm of the AHCA, will be publishing a new book in February, Robert Godwin's Austin: The Faces of Philanthropy, 1976-2011. The book is a photo history of the people, events, and causes that have been a part of the altruistic side of Austin over the last 35 years. The book's release is scheduled for the AHCA's next Angelina Eberly Luncheon, to be held at the Driskill Hotel on Wednesday, February 6, 2013. More details can be found at: <http://www.austinhistory.net/>.

## Central Library Services

### **Staffing**

Interviews for the Reference Librarian 1 or 2 position will be completed by the end of January. A new Librarian should be on staff next month.

### **Outreach/Reference/Databases**

Reference Staff will teaching Bibliocommons to staff when the Carver Computer and Job Search Center grant ends in July. At that time 8 reference hours will be available to commit to training.

Income Tax Forms will be available at Faulk, but will not

offer tax preparation assistance.

New Database – Literature Resource Center. When in need of something substantial, such as an author's biography, literary criticism or insight into a favorite poem, check out the Literature Resource Center. Search across classic reference works in literary criticism and author biography all with one search. In one article, find out where an author was living when she published that short story. Click on a different article, and read an analysis about how sense of place was expressed in that story. Another tab will lead to websites, transcripts, or photos related to the author. The Literature Resource Center will enable users to search efficiently and find precisely what is needed.

### **Service Changes and Improvements**

ACLS is preparing a graphic request for an hours sign to place on the new solar powered yellow and gray pay stations. Many people pay to park, attach the sticker to their windshield and then get to the front door and realize the library is not open and does not open until 11:00 a.m. Monday – Thursday. A sign will inform customers about the current library hours. All permissions have been obtained from the Transportation Department, Security and the Administration.

Interlibrary Loan – Lowering the number of Interlibrary Loan's to one has improved APL's ability to handle the request workload. Also, there is no longer a separate Interlibrary Loan number/voicemail (formerly 974-7399). All Interlibrary Loan questions/problems are referred to the Faulk main 974-7400 number (or Ask a Librarian). If Reference staff cannot answer the question, the customer's information will be entered into Ask a Librarian or ILL staff will then respond to the customer.

Faulk Central's DVD/CD/RFID Recasing Project started Friday, January 18. The Youth dvd's are being recased, RFID's inserted as necessary, tags programmed, inventoried, item status checked and reshelfed in the appropriate downstairs shelving area. Staff started with E dvd's nearest front windows and worked inward. After the Youth Dvd's are completed, the Adult Dvd's will be recased and processed. CD's will also be processed. Blu-Rays will be recased after security gates have been installed. No cases will be locked until after security gates are installed. The project will take approximately 6 weeks and then the security gates can be installed. Look for 2 new RFID machines and security gates in mid-March.

## Branch Services

December was a very busy month for ACBR. A number of branches held Holiday events for their customers:

- AWK: The program was dedicated to the founder, Deborah Coronado. Luz Catano and Yvonne Cavazos added Christmas movies to the December programming.
- ATO - 90 people enjoyed the Holiday Open House and Book Sale on December 1. The holiday book sale yielded about \$275 for ATO's special revenue account.
- AUH: On December 1, AUH hosted the annual Peace Tree Ceremony, approximately 60 people attend the program. One performer did an interpretive dance sequence while at the same time playing a flute.
- ACB: Carver's annual Kwanzaa Family Program took

place on December 27th. Elizabeth Kahura of African Safari put on a great performance, and as is custom she always manages to get a lot of audience participation out of the children. The Blackshear Elementary School choir made an unannounced visit on December 17th and shared several Christmas carols to an appreciative audience of pleasantly surprised library patrons.

- AOK - Hosted a Holiday Open House on December 8 from 12 to 5. Over 300 people attended this event. The library was decorated with poinsettias, a small KWANZAA display, and other floral arrangements.
- AMR - The month kicked off with the Holiday Open House on December 1. Jessica provided a story time and holiday crafts for the kids. Musical entertainment was provided by Ruby Dee and the Snake Handlers (lead guitarist: Jorge Harada, Administrative Assistant at ARZ), who played for most of the two hours of the party.
- ACP – Approximately 100 people the Holiday Party. It was very manageable and everyone who wanted a picture got one. Santa and his elves had fun with the kids.
- APH - The big event this month was the Holiday Open House held on the 15th. There was a presentation of the puppet show “The Shoemaker and the Elves” and a special appearance by Santa (S/O Joe Rodriguez).

ASJ hosted a tour from On Monday December 3rd for to six ESL students and Lorena Sanchez from Manos de Cristo. The students were from Burma and Spanish-speaking countries.

### **Recycled Reads**

November revenue for Recycled Reads was approximately \$14,600 (15,500 items) and over 4,200 people visited the store. Donations were received from approximately 200 people. Over 50 boxes of weeded materials were received from the Westbank Public Library.

More than twenty volunteers on average donate over 200 hours of their time to the bookstore, the volunteers helped create Holiday decorations and displays based on the theme: Shop Local, Wrap Global. Staff and volunteers created bows, boxes, snowflakes and trees from old maps and atlas'. Goodwill Industries picked up 15 gaylords of discarded materials and Image Microsystems picked-up 2 pallets of media. Staff received 28 pallets of materials from the warehouse, branches and donations and sorted approximately 30 pallets of materials representing over 46,000 items. Almost 16 tons of materials were kept out of the landfill.

### **Volunteer Services**

#### **DECEMBER 2012 - STATISTICS**

Number of Volunteers	141
DECEMBER - Volunteer hours	1081.8
Volunteer Value*	\$ 21.79
	<b>\$23,571.33</b>

### **December Policy Violations**

- 23 Harassment of Library staff or customers (Not Sexual)
- 22 Disturbing others using the Library
- 14 Mistreatment or vandalism of Library facilities,

	materials, or equipment
11	Using obscene language
11	Theft of Library, staff, or customer property
9	Sleeping in the Library
2	Destruction of Library property
7	Disorderly conduct
8	Leaving personal belongings unattended
8	No hat policy
7	Entering unauthorized areas
5	Violating Internet Policy
5	Intoxication resulting from alcohol or drugs
3	Blocking access to Library entrances, passageways or resources
5	No outside food or beverages allowed in the Library
4	Strong Odor
3	Bringing in bedrolls, blankets or sleeping bags
3	Physically attack or threaten to attack another person
2	Sexual harassment of Library staff or customers
1	Fighting
1	Smoking in the Library
1	Voyeurism and peeping
1	Appropriate clothing is required
1	Unintended use of restrooms
1	Unlawfully carrying or displaying weapons
<b>168</b>	<b>Total</b>

### **Locations # of Incidents**

ACE	43
ARZ	11
ATB	10
AWP	10
ALW	8
AMR	7
ACB	6
ASJ	6
APH	5
ACP	3
AHO	3
ATO	3
AUH	3
AYB	3
AWK	2
AHC	1
ANV	1
ASR	1

To see the complete up to date listing of events visit

<http://library.austintexas.gov/events>

Brenda Branch, Director of Libraries

