

AUSTIN PUBLIC LIBRARY



Director's Report

November 2020

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HIGHLIGHTS

Digital Inclusion

One of the many things that has become apparent during the pandemic is the still large digital divide that exists in communities across the country - and Austin is no different. The digital divide is the gap between those who have reliable access to the internet, devices to access the internet, and the knowledge to use the devices and information on the internet - and those who don't.

The Austin Public Library has an important role to play in closing the digital divide and staff around the organization have been working diligently to affect change in Austin. Some of those projects include:

- Hotspots and laptops/Chromebooks for Housing Authority of the City of Austin (HACA) and Foundation Communities are being deployed to five different sites in early December so that residents can access the internet for school, job opportunities and more.
- A CARES Act Grant is providing funding for hotspots for students. The Outreach team is working with Del Valle ISD and charter schools to distribute these hotspots in the coming weeks to students who need reliable internet access.
- A team of staff are developing a digital inclusion strategy for the Library which includes a flexible curriculum for digital literacy training for customers, a bank of resources for instructors, and an evaluation plan.
- And, hotspots are still available for checkout to APL card holders through our curbside service.

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.

***Now you can shop for your favorite APL apparel
and gift items at austinlibraryshop.com***

Austin Public Library Launches the online APL Shop

Austin Public Library has launched the online APL Shop. As the physical Recycled Reads Gift Shop remains closed due to COVID-19, the online APL Shop is debuting November 2020. We are offering a curated collection of the shop's best-sellers and customer favorites for local pick up curbside at the Central Library.

This online endeavor is a partnership between APL and The Library Foundation. The Library Foundation's mission is to support APL be increasing awareness about the Library and its importance to the community, and to enhance library collections, programs, and facilities.

Within this partnership, online proceeds benefit both Austin Public Library and The Library Foundation. Now you can shop for your favorite APL apparel and gift items at austinlibraryshop.com

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:



2018 BOND
OUR COMMUNITY. OUR FUTURE.

- 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 Will Hampton Parking Lot Horizontal layout is complete, electrical consultant is finalizing design. Geologic study is underway for finalizing storm water approval. Anticipated site plan approval date is prior to 2021. The Consultant has provided several fencing alternatives for presentation on the Cepeda Branch Trail. ESD will provide graphic services for developing renderings for public display.
- CLMP282 Faulk / AHC Campus: An onsite review of the building was done with both the APH PM and APMD. Negotiations with the A/E team are still ongoing but should be completed early this month. Additional paperwork was required for a few subconsultants and APH had a few comments on the contract. The design team has looked at the overall requested schedule and even though contracts have taken a significant portion of added time feel that we are well within the 36-42 month window. The CMAR will match the design teams first contract which will take us through schematic design and negotiations are ongoing.
- CLMP286 Interior Renovations: The Professional Service Agreement for Preliminary Phase A Services was executed with MWM Design Group.

- CLMP 287 Roof Replacement & System Upgrades: The Professional Service Agreement for Preliminary Phase A Services was executed with Baer Engineering.

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.

An apparent low bidder, also compliant with M/WBE goals, has been identified; and a Request for Council Action to award the Construction Contract will go before Austin City on December 10.

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 Construction Contract will be awarded to Balfour Beatty Construction, at the December 3 Austin City Council 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

A PWD PM has come on-board to manage the parking lot project. The design consultant (Stantec) and PM will need to slightly modify the completed construction documents to accommodate the change to Issued for Bidding project delivery method (from the current Job Order Contract method).

Budget / Cost

Appropriation \$1,532,458.00; Obligated \$749,610.31; Balance \$782,847.69

Schedule

- Estimated Construction Start January 2021
- Estimated Substantial Completion June 2021

6014.042 Yarborough Branch

Scope of Work

Interior Renovation of 15,120 SF Facility

Status

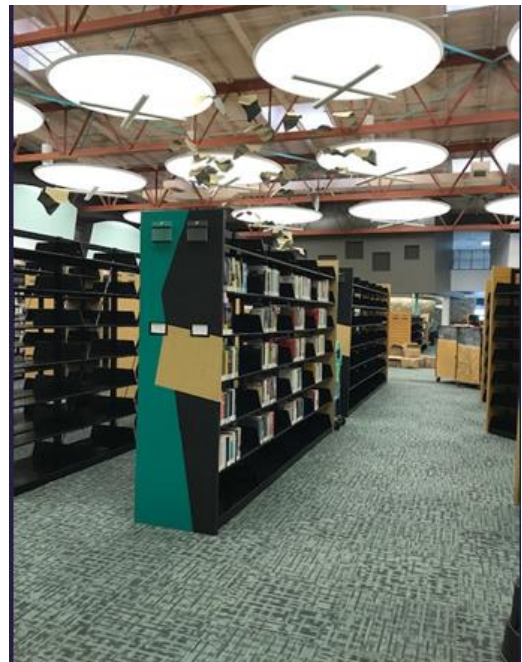
Minor adjustments are being undertaken by the maintenance team. New furniture installed and books have been restacked on shelving. The rehabilitation work is winding down.

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) Construction Documents are under review by the JOC and Construction Cost Proposal is anticipated November 2020.

Budget / Cost

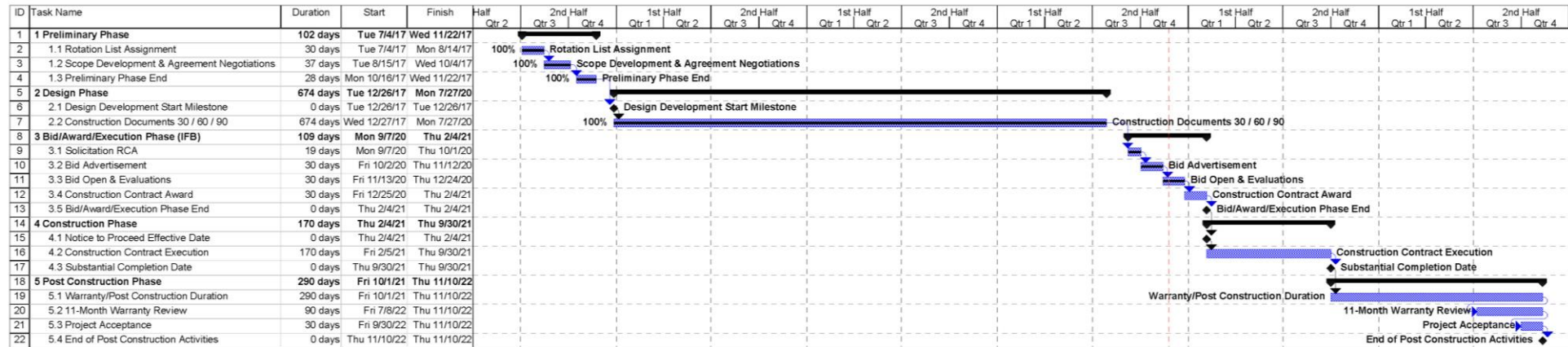
Appropriation \$1,175,263; Obligated \$1,088,546.88; Balance \$86,716.12

Schedule

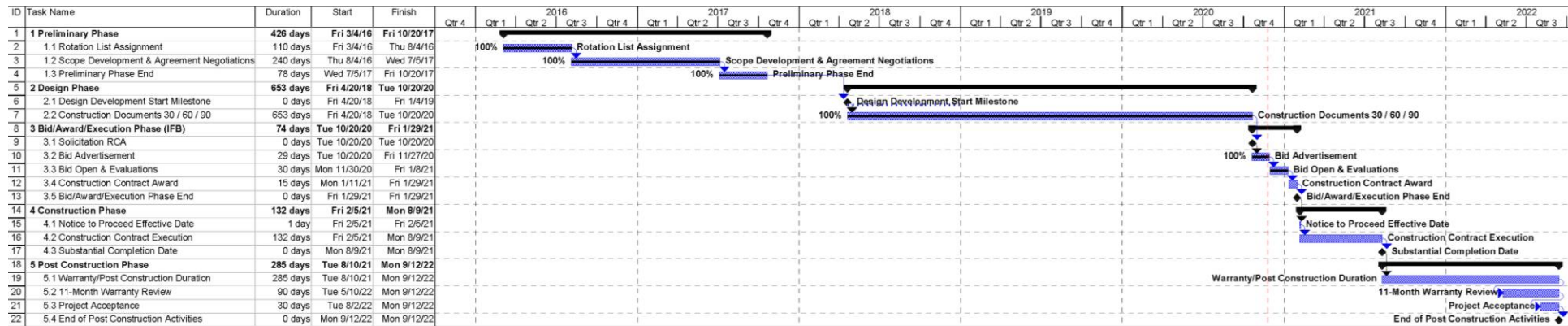
- Construction Start Estimate November 2020



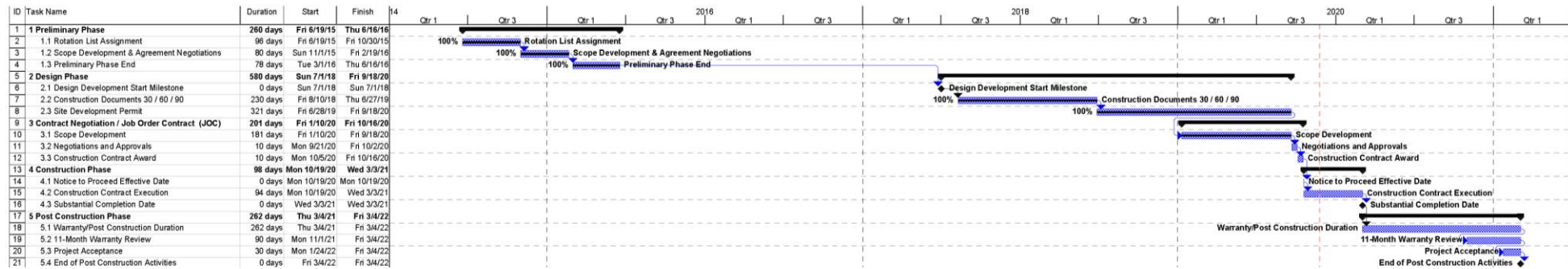
Cepeda Branch Renovations



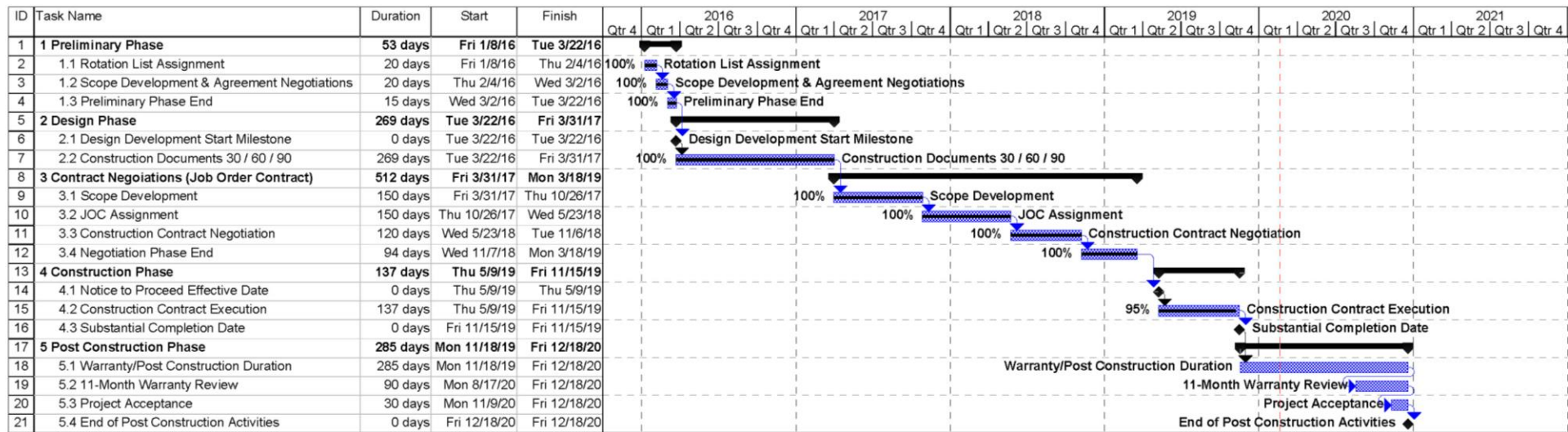
Zaragosa Warehouse



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 Will Hampton Parking Lot Horizontal layout is complete, electrical consultant is finalizing design. Geologic study is underway for finalizing storm water approval. Anticipated site plan approval date is prior to 2021.
- The Consultant has provided several fencing alternatives for presentation on the Cepeda Branch Trail. ESD will provide graphic services for developing renderings for public display.

Schedule

See Gantt Chart

Cost

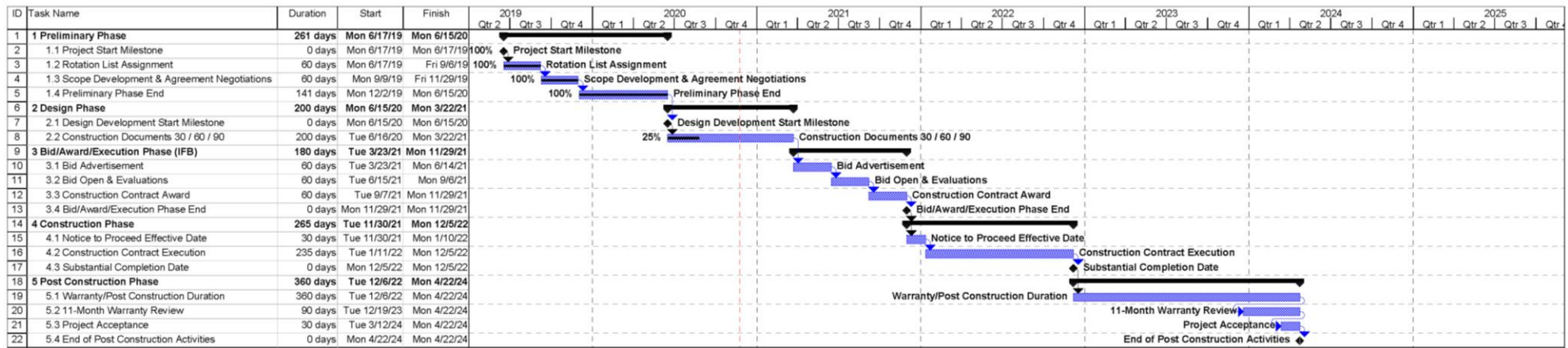
Hampton Parking Lot Expansion: Appropriation \$751,000; Obligated \$84,082.72; Balance \$666,917.28

Cepeda Branch Trail: Appropriation \$307,000; Obligated \$48,693.48; Balance \$258,306.52

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

An onsite review of the building was done with both the APH PM and APMD. Negotiations with the A/E team are still ongoing but should be completed early this month. The CMAR will match the design teams first contract which will take us through schematic design. Negotiations are ongoing.



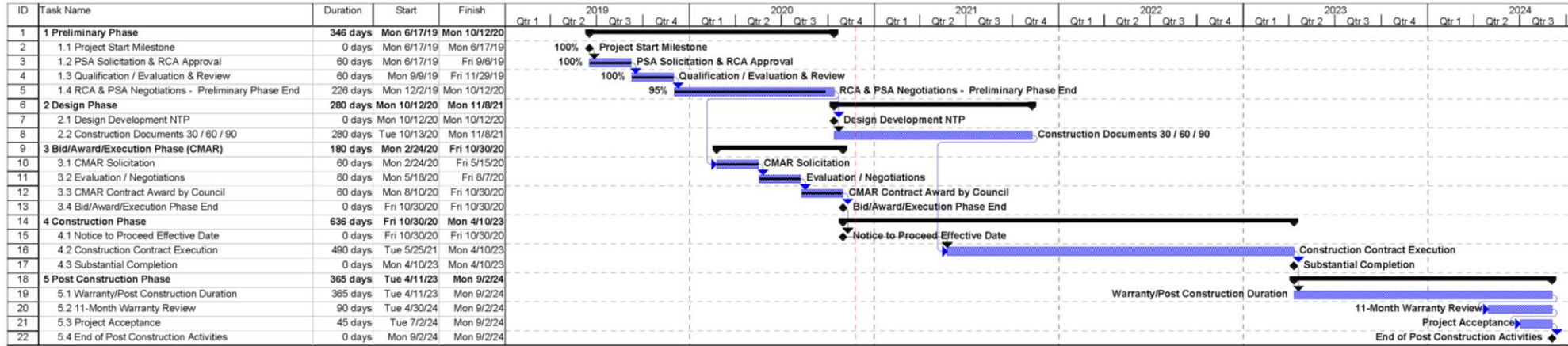
Schedule

See attached Gantt 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

The Professional Service Agreement for Preliminary Phase A Services was executed with MWM Design Group on November 4, 2020.

Schedule

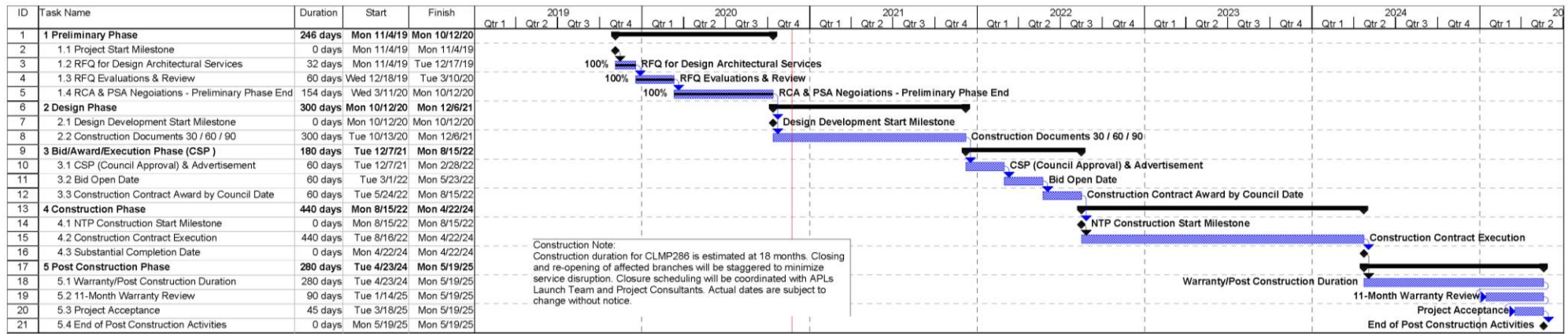
- Phase A Preliminary Phase - 4 months
- Phase B Design Phase - 10 months
- Bid / Award / Execution - 8 Months (CSP/W Council approval of methodology)
- Phase D Construction 18 months
- Phase E Post Construction / Warranty - 12 months

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

CLMP287 Branch Library Roof Replacements and Systems Upgrades was executed on November 20, 2020.

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.

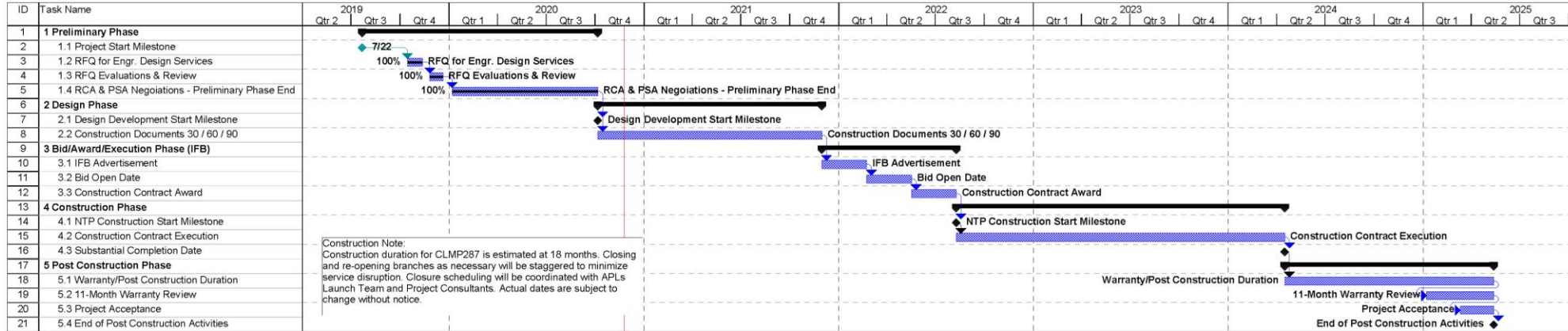
Cost

Design Budget TBD; Construction Budget TBD

Other Issues

None to date

Roof Replacements & Systems Upgrades Schedule



AUSTIN HISTORY CENTER

Programming & Outreach

AHC Staff participated and presented at 8 different virtual events for October. Highlights include:

- Latinx Heritage Month Virtual Presentation to Google Employees
- Native Mexican Experience in ATX, Virtual presentation to Teacher Retirement System
- North Carolina Central University Community Archives Graduate Course Presentation
- MidTexMod Docomomo National Tour Day - John Henry Faulk Building.

Collections

- AHC received Film scripts, play scripts, photos, publicity materials, film reels, videotapes, newspaper clippings, and correspondence documenting the late Austin actor Lou Perryman. Perryman was a film crew member on the original Texas Chainsaw Massacre film and had a number of small roles in TV shows and films throughout his life.
- Photographs from an exhibit by photographer Loda Choo for the Korean American Association of Greater Austin were donated to AHC, along with clippings, posters, and administrative records of KAAGA created between March 2018 and February 2020. The materials were added to the Korean American Association of Greater Austin Records (AR.2010.002).

Reference

- The AHC's expanded reference and e-document delivery service continues for October. We received 124 requests and completed 135 this month, delivering 1751 scanned items. Comments we have received this month:
 - *Woah! This is quite helpful information...and so well presented. I appreciate you taking it into next week with uncovering the color map version and key, too. These maps are quite interesting. You've made my day with your prompt response.*
- During this time AHC staff helped with research on an upcoming biography of Lou Roberts, an upcoming book about the Hill Country, the Living Springs Documentary project, stories about racial justice for the journal End of Austin, public exhibition at the French Legation, and an educational video about the "Eyes of Texas" song.

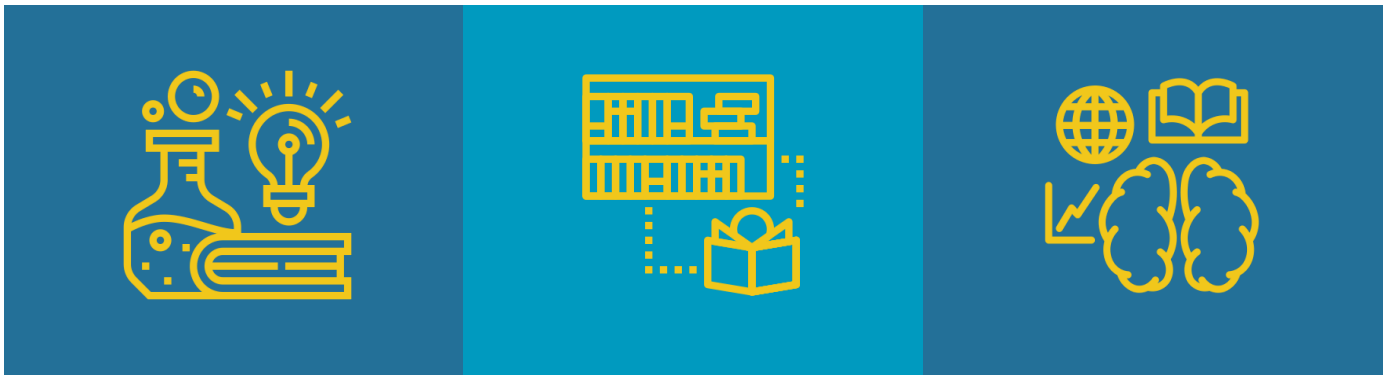
LIBRARY PRIORITIES

Literacy Advancement

Central Library adult virtual book clubs continued this month. Staff met virtually with community members in the Romance Book Club, True Crime Book Club, Graphic Novel Book Club, Read the World Book Club, and Reading the Rainbow Book Club.

To encourage children to keep reading through the holidays, our youth staff have created a “Teen Reading Log.” Staff shared this log with AISD and Dell Valle ISD and with our partner charter schools. Children’s librarians have produced a LibGuide which will assist students in accessing information for their assignments.

Several library branches participated in Big Medium’s Studio Art Tour, which combines EAST and WEST studio tours, in a COVID-friendly art exhibit. The branches displayed art pieces in their exterior windows, which could be viewed while staying distanced in vehicles.



Digital Inclusion & STEM

Central Library staff are currently involved in an initiative that will help to bridge the digital divide in Austin. Currently, we are in conversation with Foundation Communities, Housing Authority of the City of Austin, AISD and Del Valle ISD. With monetary donations specific to assisting seniors, families, and students in marginalized communities, we are purchasing devices and hotspots and working on a plan to disseminate these devices to those in most need of them. In addition, Austin Public Library staff will be offering classes on the basics of using a computer, how to search for information, and specific software.

On October 31, North Village Branch recommenced its Monarch butterfly display with a twist. There will be only one habitat this year, but it will be visible through a window in the Teen Area. Customers will be able to view it from the sidewalk safely.

Equity, Diversity & Inclusion

A team of library staff have started making calls to customers who haven't used the library since the libraries first closed in March, to let them know that we are open for curbside and have numerous virtual services and collections available.

Civic and Community Engagement

Central Library was delighted to partner with Travis County Elections in offering the Event Center for Early Voting and Election Day Voting. On the first day of early voting, Central Library welcomed more than 1,400 voters, more voters than any other voting site within the City. Thirteen additional Library locations were Election Day voting sites: Carver Branch, Hampton Branch at Oak Hill, Manchaca Road Branch, North Village Branch, Milwood Branch, Old Quarry Branch, Ruiz Branch, Terrazas Branch, Twin Oaks Branch, University Hills Branch, Windsor Park Branch, Yarborough Branch, and Spicewood Springs Branch.

APL's favorite puppet, Van, interviewed an Austin Code Department employee in recognition of National Code Compliance Month: <https://www.youtube.com/watch?v=jSHvMoITXM&feature=youtu.be>

On October 20, Cepeda Branch reach 125 customers at an event on its grounds. Customers were provided with flu vaccines, bus passes, food and pet food, clothing, masks, personal products, community resource information, and books for all ages. Thanks to the Library Foundation, five children left with a free pumpkin to go along with their free books.

The outreach manager established a relationship with Austin Film Society and they have agreed to broadcast Literature Live's (APL's puppet troupe) latest recorded show: *Rumpelstiltskin* on their cable access channels in November.

APL was a sponsor and active partner in READ Alliance's 2020 Fall Festival, an annual trick or treat event along the Rundberg Lane corridor stretching from North Austin YMCA to Dobie Middle School, which saw over 1,200 individuals and distributed 1,000 PPE and candy/resource bags.

Staff Development

During our closure, reference staff have been hosting "Sign Time" and bringing in a volunteer to assist reference staff in learning how to sign.

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 busqueda 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

October

- eBooks 118,495
- eAudio 75,392
- eVideo 5,109
- eMusic 1,292
- ePeriodicals 14,031
- Total 214,319

Programs

- 196 virtual programs, 4,462 attendees

Social Media Engagements

- Instagram 2,464
- Facebook 1,253
- Twitter 248

Website Page Views

- Library website 1,561,756

Curbside Service

- Circulation 177,861

Roosevelt Weeks

Director of Libraries

