


MEMORANDUM

TO: Health and Human Services Committee

FROM: Justina J. Ferber,  Legislative Analyst

SUBJECT: Worksession – Recommended FY17-22 Capital Improvements Program (CIP)
And FY17 and FY18 Capital Budgets, Montgomery County Public Libraries (MCPL)

The following individuals are expected to attend:

Parker Hamilton, Director, MCPL
Rita Gale, Public Services Administrator, Facilities & Strategic Planning, MCPL
Eric Carzon, Business Manager, MCPL
Deborah Lambert, Analyst, Office of Management and Budget (OMB)
Department of General Services (DGS) Staff

Executive Recommendation

For FY17-22, the Executive recommends a total expenditure of \$86.2 million for four projects in the six-year CIP for Public Libraries. This represents a decrease of \$20.2 million or - 19.0 percent from the amended FY15-20 program. Cost decreases are attributed to the completion of the Silver Spring Library and substantial progress on the Wheaton Library and Recreation Center. The Wheaton Library and Recreation Center was discussed and approved as recommended at a joint meeting of the PHED and HHS Committee on February 29. The Libraries budget narrative is attached at ©1.

FY17-22 Projects for Review

For this worksession the HHS Committee will review all other projects in the Library Capital program.

Project	PDF No.	Total 6-Year (\$000)	FY17 (\$000)	FY18 (\$000)
21 st Century Library Enhancements Level of Effort	PDF P711503 ©4	\$8,000	\$1,000	\$1,000
Library Refurbishment Level of Effort	PDF P711502 ©5	\$13,930	\$2,170	\$2,205
Clarksburg Library	PDF P710500 ©7	\$2,134	0	0

Committee members will recall the Executive recommended two new umbrella projects in the FY15-20 CIP: Library Refurbishment Level of Effort and 21st Century Library Enhancements Level of Effort. The projects put into place a new strategic approach to modernizing library branches, emphasizing attention to system-wide technology and services infrastructure, and a faster, more targeted approach to physical and programmatic changes to libraries.

21st Century Library Enhancements Level of Effort ©4

(\$000)

	Total	Total 6 yr	FY17	FY18	FY19	FY20	FY21	22
CE Rec	\$9,000	\$8,000	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	\$1,500

Recommended funding source is current revenue.

Requested FY17 appropriation: \$1,000,000

Requested FY18 appropriation: \$1,000,000

The 21st Century Library Enhancements Level of Effort project provides for the maintenance and upgrading of technology and technology support systems in public libraries in response to customer demands and library trends. This includes new equipment such as tablet and laptop vending devices, media dispensing units, modification of service desks to provide single points of service, modernizing furniture to accommodate technology and minor upgrades of electrical and data connections. Projects are chosen each year based upon review of the MCPL strategic plan and related work plans, customer feedback and technology and service developments.

Montgomery County Public Libraries was asked to provide a list of completed and ongoing projects for FY15 and FY16 including scope, cost and completion schedule and also a proposed work plan for FY17 and FY18 projects including cost estimates and timing. MCPL has provided the following information:

21st Century Library Enhancements

Status Report, and Draft Projection of Projects (Through FY18)

Note FY16 - 18 Projects Subject to Change/Adjustment

With information as of March 1, 2016

CIP Year/Amount	Description and Status
2015	Budget: \$500,000
\$ 105,000	Total Wi-Fi and Network Replacement (coordinated with DPL Telephone and Network Infrastructure CIP Project). Work is almost complete. Sixteen sites (15 branches and the Collection Management Center) have been fully converted to the new network and Wi-Fi infrastructure. Four branches remain to be cut over to the new Wi Fi and network infrastructure, two branches have new Wi-Fi, but need their computer network transitioned. Performance is substantially better. Customers very pleased with dramatically improved Wi-Fi performance. Anticipating final completion of all branches this Spring.

<u>CIP Year/Amount</u>	<u>Description and Status</u>
2015 cont.	Budget: \$500,000
\$ 45,000	<u>Electrical and network wiring at Kensington Park and Twinbrook Libraries</u> during their Refresh Project, were funded from this project.
\$ 45,000	<u>Anticipated contribution to construction contracts for electrical wiring at Aspen Hill, Little Falls, and Davis branches.</u>
\$ 80,000	<u>Electrical Wiring upgrades</u> at eleven branches will be upgraded to support more electrical outlets for customers, wired furniture, digital signage, and other services. Wiring work is about 50% complete. Vendor is being given several more outlet additions to support Digital Signage final installations in the next few weeks.
\$ 55,000	<u>Digital Signage</u> is being expanded to all branches. New digital signage is live at Twinbrook Library, and will be live at Kensington Park branch when it re-opens. Signage units have been delivered for the remaining branches, and coordination with final electrical and network wiring is underway over the next few weeks to complete installation.
\$ 170,000	<u>Customer Technology Charging Lockers</u> (allows customer to securely store and charge their technology items during their branch visit). 25 units were installed system wide in early February, and response has been very positive.
\$ 500,000	Subtotal

2016	Budget: \$500,000
\$ 95,000	<u>GoKits Phase 2.</u> Units were purchased for Kensington Park and Twinbrook branches. Staff have been evaluating the tablet computer device and other GoKit elements for the remaining branches. A final decision and acquisition of the remaining GoKit components for expansion of GoKits system wide is planned for this summer.
\$ 50,000	<u>Makerspace at Rockville Memorial Library.</u> Work is underway with the County Executive's Chief Innovation Officer and a community partner, to establish a maker space in the Rockville Library by the Summer. Space and equipment is being moved in preparation for the new activity.
\$ 25,500	<u>3D Printers at all branches.</u> 3D printers will be evaluated at Silver Spring, Twinbrook, and Long Branch libraries this Spring to finalize equipment choice for a later spring order of 3D printers for the rest of the branches.
\$ 27,000	<u>Smart Rooms</u> (teleconference, interactive white board/projector) & <u>Wireless Charging.</u> Work will begin later this Spring on choosing equipment.
\$ 10,000	<u>Presentation technology</u> ("smart carts", display projectors, tablets). Work will begin later this Spring on choosing equipment.
\$ 40,000	<u>Workforce Development Skills - Mobile computer lab</u> (enables MCPL to deploy a mobile computer lab for training classes at library branches that don't have a computer lab, or don't have the necessary software to do trainings on career development, job skills, applying for jobs, or other topics that help develop workforce skills or opportunities.

<u>CIP Year/Amount</u>	<u>Description and Status</u>
2016 cont.	Budget: \$500,000
\$ 80,000	<u>Synchronize Technology upgrades with Refresh branches</u> , includes possible self-service technology, Digital Media Lab/Hacker/Makerspace, Science Technology Engineering Arts & Math (STEAM) interactive learning displays, Early Literacy stations, pilot of Virtual Reality visualization, early literacy elements on walls, and/or Interactive Data Displays. Status: Lending Laptop and Credit card payment equipment purchased for Twinbrook and Kensington Park branches. Coordination with Davis, Aspen Hill, and Little Falls projects to begin later this Spring.
\$ 40,000	<u>Update business process software</u> , software offered on public PCs and/or labs. (Examples: staff scheduling, surveying, data analysis tools, automated updating tools, customer content creation tools). Status: Selection of a staff scheduling software is underway.
\$ 50,000	<u>Career Centers</u> (video connection for on-line interviews, dedicated space for resume and application preparation). Planning will begin later this Spring.
\$ 50,000	<u>Convert or acquire powered furniture to accompany electrical wiring upgrades</u> . Selection of furnishings will begin later this Spring.
\$ 32,500	<u>eReaders for lending</u> . Tablet PC units are being evaluated in coordination with GoKits Phase 2 project.
\$ 500,000	Subtotal

2017	Budget: \$1,000,000
\$ 240,000	<u>MCPL in Motion - Enabling MCPL Outreach Team to Deliver Collection and Services throughout the County</u> . A mobile concept that will enable MCPL to provide services beyond our walls, such as: Deposit collection sites at Housing Opportunities Commission, Youth Opportunity Center(s), Recreation Center(s), Pop-up Libraries, Fairs, and other places.
\$ 50,000	<u>Expand In Branch laptops, tablets for lending</u>
\$ 50,000	<u>eReaders phase 2; pilot laptops/tablets/collaboration tools for lending; pilot Wi-Fi hotspots for lending</u> . Status: one exploratory meeting held with a Wi-Fi hotspots provider.
\$ 20,000	<u>Technology Bar</u> , display technologies used for library content
\$ 60,000	<u>Digital Signage Phase 2</u> (additional signage units in larger branches and/or community rooms)
\$ 20,000	<u>Interactive data display</u> (Partner with DataMontgomery and/or Planning)
\$ 60,000	<u>Establish Deposit collection kiosk</u> at an HOC site
\$ 100,000	<u>STEAM Interactive Learning Displays and Early Literacy Interactives</u> (sync. With Refresh branches). Support the concepts of learning through unstructured play. At least 3 branches.

<u>CIP Year/Amount</u>	<u>Description and Status</u>
2017 cont.	Budget: \$1,000,000
\$ 300,000	<u>Next generation of public computers phase 1.</u> This would be consideration of what kinds of computers should be in branches (e.g., PC only, PC + Mac, Tablets, etc.), and what software should go on them (e.g., Office Productivity, Web creation, sound/music/video creation, coding, etc.). \$100,000 of this amount may be used in support of Refreshes.
\$ 100,000	<u>Go!Kits Phase 3</u>
\$ 1,000,000	Subtotal

2018	Budget: \$1,000,000
\$ 465,000	<u>Replace self-checkout machines at most branches</u>
\$ 55,000	<u>Lend content creation tools for lending (digital, music, human library support)</u>
\$ 250,000	<u>Next generation of public computers phase 2</u>
\$ 130,000	<u>Early Literacy Digital Learning Stations Phase 2</u>
\$ 100,000	<u>Coordinate with Refresh Projects</u>
\$ 1,000,000	Subtotal

Council Staff Recommendation: Approve the 21st Century Library Enhancements Level of Effort project as recommended by the County Executive.

Library Refurbishment Level of Effort ©5

(\$000)

	Total	Total 6 yr	FY17	FY18	FY19	FY20	FY21	22
CE Rec	\$17,987	\$13,930	\$2,170	\$2,205	\$2,205	\$2,450	\$2,450	\$2,450

Recommended funding source is G.O. Bonds and State Aid.

Requested FY17 appropriation: \$2,170,000 G.O. Bonds; state aid has been requested.

Requested FY18 appropriation: \$2,205,000 G.O. Bonds.

Work under the Library Refurbishment Level of Effort project includes carpeting, painting, reorganizing interior layouts to create more useable efficient space, updating restrooms, upgrading lighting, replacing or reupholstering furniture, improving meeting and children's rooms and circulation/information desks, making ADA compliant, maintenance and security improvements, and implementing service and programmatic updates based on branch demographics and current library trends. This project is funded through G.O. Bonds and State Aid.

In FY15 wording was added to the PDF to require "Notice identifying the specific library projects for a given fiscal year must be provided to Council at least 60 days before any design or construction funding is obligated or spent. This notice to Council must include the anticipated scope of work, cost estimates, and an expenditure schedule detailing Planning, Design and Supervision, Construction and Other costs by fiscal year." The Committee received a memo dated May 18, 2015, from the County Executive advising that Bethesda, Quince Orchard and White Oak libraries are scheduled for refresh projects in FY17.

Twinbrook and Kensington Park were FY15 refresh projects. Twinbrook recently has been completed and reopened with Kensington Park soon to be completed. For FY16 the following libraries will be refreshed - Aspen Hill, Davis and Little Falls. The County has applied for state aid for these projects. The Committee received an update on these projects on July 2, 2015.

MCPL provided the following information:

The re-opening of Twinbrook this January was very successful, and we have received many positive comments. We believe the re-opening of Kensington Park on March 28 will also be very successful, and the program as a whole is delivering on its promise. In this new paradigm, we are able to substantially approve all 21 branches on a seven-year cycle, with each branch being closed 3 – 6 months at a maximum. This will address branches much more quickly, and cost far less than the old method of full renovations, which had branches closed down 2 to 3 years. It could have taken more than 32 years to improve the library branches at that rate, at a cost of hundreds of millions of dollars.

MCPL provided the following responses to Council staff questions and requests for information:

Council staff: Please provide a more detailed explanation of the cost changes for this PDF.

Response:

Cost estimates for FY17 – FY22, at 13.930 million are higher than Cost estimates for FY15 – 20 (\$12.287 million), for two reasons:

- a. \$800,000 was awarded in State Aid for two of the FY16 Projects (Little Falls, Davis), that award came after the last published CIP, although Council did approve an amendment this past Fall to recognize the Aid.
- b. The FY15 project budget was only for 2 projects (noted in the PDF) at \$1.387m. The FY17 – 22 CIP costs range from \$2.170m in FY17 to \$2.450m in FY22, each year's cost is currently an extension of the amounts approved in the FY15 – 20 CIP.

Council staff: For FY15 Twinbrook has been completed and opened. When will Kensington Park be completed?

Response:

Kensington Park substantial completion is on track for March 4th. Staff have now returned to the library and are setting it up for service. The branch will re-open on March 28th, and an opening celebration will be held on April 2nd. More information about that will be forthcoming.

Council staff: Have the anticipated expenditures for FY16 projects (Aspen Hill, Davis and Little Falls), as described in the 7/2/15 HHS packet, changed? If so, please provide new numbers?

Response:

Yes. The three projects are estimated to cost approximately \$3.5 million. However, bids have not yet been received. DGS and MCPL will be doing further value engineering on the projects when the bids come in.

Council staff: Does the schedule remain the same for these projects – Aspen Hill, Davis, and Little Falls? (Bidding and contracting underway now with construction starting in April and completion scheduled in July 2016?)

Response:

There will be some alteration in the schedule, while cost is one factor, the primary reason for these three projects being implemented early in FY17 instead of in FY16 is that planning and design took longer than anticipated. All three projects are now at 100% design completion. Bidding is imminent, and it is estimated that we will be in position to finalize contracts and issue notice-to-proceed for the three projects in July.

Council staff: Please provide a report of completed and ongoing projects for FY15 and FY16 identifying scope, cost, completion schedule, State or other aid. Also, please provide information on projects scheduled for FY17 and FY18 including proposed work plan, cost estimates, timing and State or other aid.

Response:

We are working on this. At this moment we are working through options for getting us onto a better operating schedule for FY17 and FY18, and we will be doing value engineering on the FY16 and FY17 branch plans/bids. At this moment, the order of projects is as follows:

FY15 (Budgeted), Complete in FY16: Twinbrook, Kensington Park

FY16 (Budgeted), Complete in FY17: Aspen Hill, Davis, and Little Falls; Goal is completion in the Fall.

FY17 (Budgeted), Complete in FY17: Bethesda, Quince Orchard, and White Oak.

FY18 (Budgeted), Complete in FY18: Marilyn J Praisner, Long Branch, and Poolesville.

The scope of work is included after this narrative for each of the projects. We are still determining final costs on these projects. Current estimates range from \$54 - \$66 per square foot for the projects, or \$1.1 - \$1.3 million per project.

FY15 LIBRARY REFRESH**PLANNING / COST ESTIMATE (Mar – April, 2014)****SCOPE OF WORK**

TWINBROOK	KENSINGTON PARK
Limited New Carpet New Paint Update Restrooms Add New Circ / Info Desk Repurpose Garden Area Reconfigure Parking Lot / ADA Access New Furniture & Shelving Create New Children's Room Update Staff Work Room Add ID Badge Reader Access Replace Public Drinking Fountain Updated Staff Lounge / Kitchen Add Electrical Outlets	New Carpet New Paint Update Public Restrooms Add New Circ / Info Desk Create 2 Group Study Rooms New Elevator / ADA Compliant New Furniture & Shelving Add Electric Outlets Upgrade Public Access WiFi Update Staff Lounge Make Parking Lot ADA Compliant Replace Public Drinking Fountains Add Electrical Outlets

FY16 LIBRARY REFRESH (Draft: Subject to Change)**DESIGN (100% CDs Submitted 2/24/2016)****SCOPE OF WORK**

ASPEN HILL	DAVIS	LITTLE FALLS
New Carpet and Paint Update Restrooms / ADA Add New Circ / Info Desk Replace Lighting at Circ Desk Relocate Book Drop Convert 1 Room - 5 Study Rooms Update Quiet Study Room Add New Furniture Add New Shelving Add Vinyl Tile in Meeting Room Add New Electrical Outlets Reconfigure Storage for FOL in Meeting Room Expand Children's Room Reconfigure / group all computers	New Carpet and Paint Update Restrooms / ADA Add New Circ / Info Desk Replace Lighting at Circ Desk Convert Sm. Multi-Purpose Room -2 Convert Lg.. Multi-Purpose Room -2 Add New Furniture Add New Shelving Add Vinyl Tile in Meeting Room Add New Electrical Outlets	New Carpet and Paint Update Restrooms / ADA Add New Circ / Info Desk Replace Lighting at Circ Desk Update Quiet Study Room Update Staff Work Room Update Children's Room -- FOL contrib. Add New Furniture Add New Shelving Add Vinyl Tile in Meeting Room Add New Electrical Outlets

FY17 LIBRARY REFRESH (Draft: Subject to Change)
PLANNING /COST ESTIMATE (Completed 4/30/2015)

SCOPE OF WORK

QUINCE ORCHARD	BETHESDA	WHITE OAK
New Carpet in Public & Staff New Paint New Circ / Info Desk Update Public Restrooms New Furniture 20 Reading Room Lounge Replace CD Drawer Display Add New Electric Outlets Add Electric Hand Dryers in RR Replace Mtg Room Divider Install New Exterior Sign Add Exterior ID Badge Reader for Staff Entry Add Security Cameras at Entrance Update Staff Work Room Add New Furniture Update Exterior Book Drop Add Digital Signage Add Recessed Lighting at Quiet Study Add Bradley Advocate (modern bathroom sink) Replace Wood Veneer Window Sills Update Staff Lounge Kitchen (partial funding by Friends of Library Chapter)	New Carpet New Paint New Circ / Info Desk Update Public Restrooms Replace Blinds Add Sun Filters Replace / Add Signage Replace wooden Tables Add Emergency Lighting Entry Foyer Extend Children's Rooms 10 feet Add 2 Small Study Rooms Demo / Update Staff Work Room Add ID Badge Reader to Staff Update Security Cameras Replace Ceiling Panel in Public Areas	New Carpet New Paint New Circ / Info Desk Update Public Restrooms Add 1-2 Group Study Rooms Add Security Cameras Create Teen Space Reconfigure Periodicals Add Book Return Slot in Staff Rm Replace Wire Shelving Add New Reading Tables/Chairs Add VCT to Lower Level Rooms Add ID Badge Reader at Staff Entr Add PA System to Phone Update Staff Work Room Make Book Drop ADA Compliant Add Sun Filtering Blinds W&S Windows Add New Stair Treads to Lower Level Update Lower Level Kitchenette Replace Ceiling Tiles Replace Water Cooler

FY18 LIBRARY REFRESH (Draft: Subject to Change)

SCOPE OF WORK

LONG BRANCH	PRAISNER
New Carpet New Paint New Circ / Info Desk Update Public Restrooms Replace All Furniture Add 2 Self Checkouts to Floor Wire Mtg Room for Projection/Sound Add New Display Units Add Multi-Purpose Room Add Early Literacy in Children's Remove Wire Shelving & Reorganize Area Replace Lighting in Public / Staff Areas Replace Intercom System Add ID Badge Reader to Staff Work Room	New Carpet New Paint Add New Circ / Info Desk Update Public Restrooms Add Furniture to Hallway in Lobby Replace Book Drop Shute Replace Outdoor Sign Replace All Furniture Add Light to Flagpole Add New Boards Behind Circ Desk Add New Display Units Provide New Signage Create Storage Space in Mtg Room FOL Remove Wire Shelving & Reorganize Area Replace Lighting in Public / Staff Areas Wire Mtg Room for Projection/Sound

Council Staff Recommendation: Approve the Library Refurbishment Level of Effort project as recommended by the County Executive.

Clarksburg Library ©7

(\$000)

	Total	Total 6 yr	FY17	FY18	FY19	FY20	FY21	22
CE Rec	\$2,134	\$2,134	0	0	0	0	\$1,064	\$1,070

Recommended funding source is G.O bonds, \$2,134,000 for FY17 to FY22.

Requested FY17 appropriation: 0

Requested FY18 appropriation: 0

This project provides for the design and construction of a library and associated parking in Clarksburg. No appropriation is requested for FY17 or FY18. There was an adjustment of \$50,000 from FY20 to FY21 to begin design. Design and construction cost estimates remain the same with the library total cost estimated at \$24.3 million.

No final location has been determined. There was a dedication of a 1.1 acre site approved by the Montgomery County Planning Board on July 23, 2015, as part of the developer Third Try LLC's design for the site plan for the unbuilt portions of the Town Center. Timing of the commercial Town Center has not been determined.

Council Staff Recommendation: Approve the Clarksburg Library project as recommended by the County Executive.

Noyes Children's Library Renovation

The County Executive is negotiating a memorandum of understanding (MOU) with the Noyes Foundation that will establish a partnership with the Foundation to allow renovations to be jointly funded by the Foundation and the County for the existing Noyes Children's Library.

Executive staff explains that there has not been a PDF developed with specific costs and schedules because the status of the memorandum of understanding is still pending and agreements on material terms relevant to the PDF have not been finalized.

The HHS Committee continues to support the Noyes Children's Library renovation project and requests that the Executive provide a PDF on this project before final Council action on the FY17-22 CIP in May.

This packet contains:

FY17-22 CE Recommended Library CIP
 21st Century Library Enhancements Level of Effort PDF
 Library Refurbishment Level of Effort PDF
 Clarksburg Library PDF

Circle #

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Public Libraries

PROGRAM DESCRIPTION AND OBJECTIVES

Montgomery County Public Libraries (MCPL) offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

MCPL provides library services throughout the County in 21 branch libraries and one Montgomery County Correctional Facility Library. MCPL's branches provide over 550,000 square feet of space for services, in branches that range in size from 900 to over 80,000 square feet. MCPL provides service in an historic landmark building at the Noyes Library for Young Children, and kiosk service at the Longwood Recreation Center.

The 21 Library branches provide access to several library services, including over 500 public access computers, meeting rooms, individual and group study rooms, seating, Wi-Fi Internet access, and other service features. Some branches include features such as Accessibility Resource Centers (provide assistive technologies including specialized computers and other equipment), Discovery Rooms (reservable rooms for children to learn through play), Digital Media Labs, Makerspaces, and collaborative learning spaces managed by MCPL partners such as KIDMuseum (a makerspace experience for children), the Gilchrist Center that serves new Americans, and Montgomery College.

Nine library branches—Bethesda, Gaithersburg, Germantown, Quince Orchard, Wheaton, Olney, Rockville Memorial, Silver Spring, and Marilyn Praisner—are open 68 hours per week, seven days per week. The Rockville Memorial branch has extended weekend hours during the summer, up to 76 hours per week. Eleven library branches—Aspen Hill, Chevy Chase, Damascus, Davis, Kensington Park, Little Falls, Long Branch, Poolesville, Potomac, Twinbrook, and White Oak are open 48 to 60 hours per week. The Noyes Library for Young Children is open 32 hours per week. Thirteen of the branches (Bethesda, Gaithersburg, Germantown, Quince Orchard, Long Branch, Marilyn Praisner, Olney, Rockville Memorial, Silver Spring, Wheaton, Aspen Hill, White Oak, and Damascus) are open Sunday afternoons from 1:00 p.m. to 5:00 p.m. as a part of their weekly hours. The MCPL Express @ Olney provides books and DVD movies for checkout at the Longwood Community Center.

MCPL offers a collection of over 2.3 million physical books and media, and more than half a million electronic books, audiobooks, music, reference, and other viewable or downloadable materials. MCPL also creates useful content and provides services via its Web Page and social media outlets.

Branch-specific materials collections, technology, service delivery models, and interior geography are reviewed, modernized, and realigned via the Library Refurbishment project or during new building construction projects, such as the Wheaton Library and Community Recreation Center project in this Capital Improvements Program (CIP). In addition, system wide technology and other service features are modernized via the 21st Century Library Enhancement project. The mix of books, media, physical features, and technologies used for each branch as MCPL manages these CIP projects is determined by the needs of each community via demographic analysis, the physical characteristics of the buildings and sites, and resource constraints.

Public Libraries will be completing implementation of its FY13 – 16 Strategic Plan, Facilities Strategic Plan, and Technology Plan during this CIP, and creating and beginning implementation of a new Strategic Plan starting in FY17. These plans shape the key programmatic and design planning documents and implementation decisions for library projects in this Capital Improvements Program and are informed by the County Executive's Library of the Future Summits in 2009 and 2015. These plans recognize the need to more responsively adapt library services to rapid changes in technology and the increasing diversity of our customers and their needs. This Capital Improvement Program continues the strategic approach to modernizing library branches which emphasizes attention to system wide technology and services infrastructure and a faster, more targeted approach to physical and programmatic changes to libraries.

HIGHLIGHTS

- Complete work now underway to refresh the Twinbrook and Kensington Park branches.
- Complete design work and implement refresh projects at the Davis, Little Falls, and Aspen Hill Branches.
- Plan and implement refresh projects in FY17 at White Oak, Bethesda, and Quince Orchard branches.
- Plan for refresh projects for the remainder of the FY17-22 CIP cycle.
- Continue implementation of a 21st Century Library Enhancements project that will allow Public Libraries to respond to customer demands and library trends that require changes in the equipment and related furnishings of library buildings. During FY16 Public Libraries and the Department of Technology Services will completely finish a redesign and upgrade of the public Wi-Fi and wired computer network; install secure device charging stations in every branch; upgrade electrical wiring in several branches; and install digital signage in all branches.

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- Complete design and construct a combined Library and Community Recreation Center in Wheaton.
 - Fund costs through schematic design for a new library in Clarksburg.

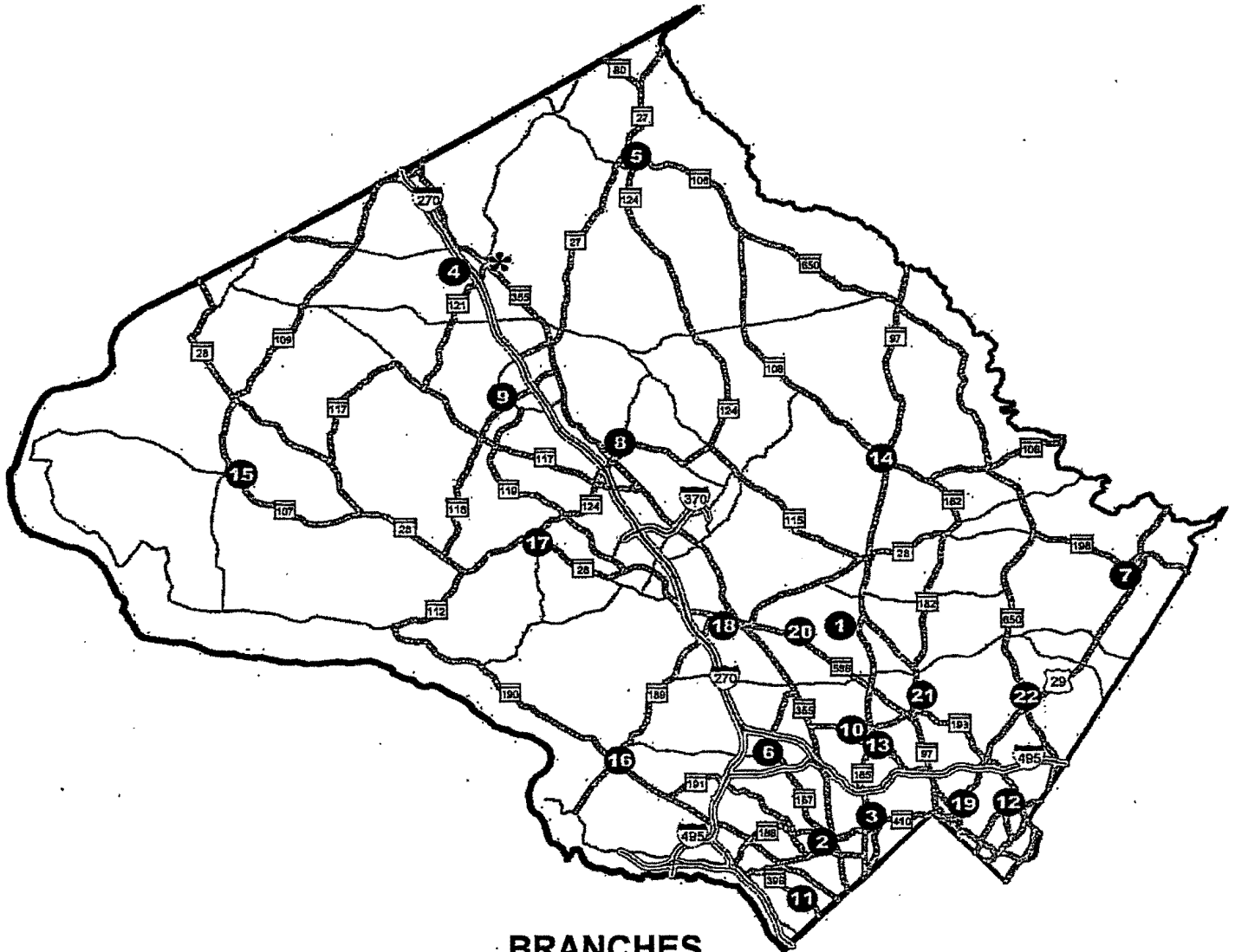
PROGRAM CONTACTS

Contact Rita Gale of the Department of Public Libraries at 240.777.0022 or Deborah Lambert of the Office of Management and Budget at 240.777.2794 for more information regarding this department's capital budget.

CAPITAL PROGRAM REVIEW

Four ongoing projects totaling \$86.2 million comprise the six-year Capital Improvements Program for Public Libraries. This represents a decrease of \$20.2 million, or -19.0 percent, from the amended FY15-20 program. The cost decrease results primarily from the completion of the Silver Spring Library and substantial progress of the Wheaton Library and Recreation Center. The Public Libraries FY17-22 Capital Improvements Program is funded primarily by general obligation bonds. Current revenue is generally used for the acquisition of library materials at new and expanded libraries and technology and minor building modifications that do not qualify for bond funding.

Montgomery County, Maryland Public Libraries



BRANCHES

- | | | | |
|--------------------------|--------------------------|--------------------------------------|--------------------------|
| 1. Aspen Hill ♦ | 7. Marilyn J. Praisner ♦ | 13. Noyes Library for Young Children | 18. Rockville Memorial ♦ |
| 2. Bethesda ♦ | 8. Gaithersburg ♦ | 14. Olney ♦ ☒ | 19. Silver Spring ♦ |
| 3. Chevy Chase | 9. Germantown ♦ | 15. Poolesville | 20. Twinbrook |
| 4. Correctional Facility | 10. Kensington Park | 16. Potomac | 21. Wheaton ♦ |
| 5. Damascus ♦ | 11. Little Falls | 17. Quince Orchard ♦ | 22. White Oak ♦ |
| 6. Davis | 12. Long Branch ♦ | | * Clarksburg (proposed) |

♦ Open on Sundays

☒ MCPL Express @ Olney will continue to provide materials for checkout at the Longwood Community Center.

See <http://www.montgomerycountymd.gov/library> for a full listing of Library Hours and Holidays, Services, and Policies.

21st Century Library Enhancements Level Of Effort (P711503)

Category Culture and Recreation
 Sub Category Libraries
 Administering Agency General Services (AAGE29)
 Planning Area Countywide

Date Last Modified 11/17/14
 Required Adequate Public Facility No
 Relocation Impact None
 Status Ongoing

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	900	0	100	800	100	100	150	150	150	150	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	4,050	0	450	3,600	450	450	675	675	675	675	0
Other	4,050	0	444	3,600	450	450	675	675	675	675	0
Total	9,000	0	994	8,000	1,000	1,000	1,500	1,500	1,500	1,500	0

FUNDING SCHEDULE (\$000s)											
Current Revenue: General	8,631	0	631	8,000	1,000	1,000	1,500	1,500	1,500	1,500	0
G.O. Bonds	225	0	225	0	0	0	0	0	0	0	0
Short-Term Financing	144	0	138	0	0	0	0	0	0	0	0
Total	9,000	0	994	8,000	1,000	1,000	1,500	1,500	1,500	1,500	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 17	1,000
Appropriation Request Est.	FY 18	1,000
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		1,000
Expenditure / Encumbrances		51
Unencumbered Balance		949

Date First Appropriation	FY 15
First Cost Estimate	
Current Scope	FY 17
Last FY's Cost Estimate	6,000
Partial Closeout Thru	0
New Partial Closeout	0
Total Partial Closeout	0

Description

This level of effort project is intended to maintain and keep technology current in existing libraries by updating technology and technology support systems. When appropriate, upgrades will be coordinated with Library Refurbishment project work.

Estimated Schedule

Project started in FY15 and work will progress on an as needed basis.

Cost Change

Cost increase is due to addition of FY21 and FY22 expenditures.

Justification

This funding will allow the Department of Public Libraries, Department of General Services, and Department of Technology Services to respond to customer demands and library trends that require changes in the equipment and related furnishings of library buildings. This includes provision of new equipment such as tablet and laptop vending devices, media dispensing units, modifying service desks to provide single points of service or modernizing furniture to allow tablet arms on lounge chairs or erasable/writable surfaces on tables in children's rooms. It will also provide funding to do minor upgrades of electrical and data connections as improvements are made to the services and programs. This project will improve the level of service to the community by keeping the library system more current and responsive to the needs of the community. Rather than the current 30+ year cycle of renovations, funds will be available to modify technology on a much shorter timeframe.

Disclosures

Expenditures will continue indefinitely.

Coordination

Department of General Services, Department of Public Libraries, Department of Technology Services

Library Refurbishment Level of Effort (P711502)

Category Culture and Recreation
 Sub Category Libraries
 Administering Agency General Services (AAGE29)
 Planning Area Countywide

Date Last Modified 11/17/14
 Required Adequate Public Facility No
 Relocation Impact None
 Status Ongoing

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	2,948	97	602	2,249	367	353	353	392	392	392	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	13,361	8	2,502	10,851	1,683	1,722	1,722	1,908	1,908	1,908	0
Other	1,678	0	848	830	120	130	130	150	150	150	0
Total	17,987	105	3,952	13,930	2,170	2,205	2,205	2,450	2,450	2,450	0

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	16,800	76	2,794	13,930	2,170	2,205	2,205	2,450	2,450	2,450	0
State Aid	1,187	29	1,158	0	0	0	0	0	0	0	0
Total	17,987	105	3,952	13,930	2,170	2,205	2,205	2,450	2,450	2,450	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 17	2,170
Appropriation Request Est.	FY 18	2,205
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		4,057
Expenditure / Encumbrances		1,055
Unencumbered Balance		3,002

Date First Appropriation	FY 15
First Cost Estimate	
Current Scope	FY 17
	17,987
Last FY's Cost Estimate	12,287
Partial Closeout Thru	0
New Partial Closeout	0
Total Partial Closeout	0

Description

This level of effort project is intended to provide a structured process to ensure that all branches are modernized with updated technologies and service delivery improvements, which reflect the latest in 21st century library trends. Once a library building has been refreshed, it could offer a multipurpose room for group collaborations or a media lab for printing 3D objects or Prekindergarten early literacy elements to encourage reading readiness in children entering Kindergarten. Coupled with funding from the 21st Century Library Enhancements Level of Effort project, residents may have access to data/electric enabled furniture or state of the art technology to meet their needs where they are (for example, internal use loanable laptops for writing a resume or access to job source websites). Carpeting, painting, updating restrooms, and work identified for major building systems (including the roof, mechanical/HVAC, and windows) will be included to "freshen up" the building and ensure working and efficient operating systems. As noted, work identified, but not contained with this project, may be completed within other facility and Library level of effort projects, including the energy savings contract (ESCO) program and 21st Century Library Enhancements project work.

Estimated Schedule

This project started in FY15-16 with two refurbishment projects at the Twinbrook and Kensington Park Libraries. Starting with FY16, the schedule increased to three per year with the understanding that all 21 branches would be evaluated and refurbished, and then the CIP cycle for refresh work would start over again. The Library department identifies the libraries to be refreshed approximately 18 months before planning and design work begins on them, so that applications for grant funding to the State can be submitted and the necessary budget estimates and notification documents can be prepared. Notice identifying the specific library projects for a given fiscal year must be provided to Council at least 60 days before any design or construction funding is obligated or spent. This notice to Council must include the anticipated scope of work, cost estimates, and an expenditure schedule detailing Planning, Design and Supervision, Construction, and Other costs by fiscal year.

Cost Change

The cost change is due to the addition of FY21 and FY22 expenditures.

Justification

The Facilities Plan 2013-2016 calls for a programmatic evaluation of each branch on a three year cycle with the work to be completed by the fifth year. Many of the Libraries have not been updated for 20 years. This refurbishment of branches will ensure that the County's capital investments are protected by maintaining the Library Department's building infrastructure, that all new and required construction codes are addressed and implemented, that critical equipment and building systems are overhauled or replaced prior to failure, and that reorganization of internal space is completed to insure that space is fully utilized based on the community's needs for programs and services. Rather than totally renovating two existing libraries under the old approach, this new approach will complete refurbishment of 17 libraries during the six year CIP period.

Fiscal Note

Library Refurbishment Level of Effort (P711502)

FY15 Supplemental in State Aid for \$387,000 was approved for this project for the refurbishment of Twinbrook (\$128,000) and Kensington Park (\$259,000) branches. FY16 Supplemental In State Aid for \$800,000 was approved for this project for the refurbishment of Davis (\$400,000) and Little Falls (\$400,000) branches.

Disclosures

Expenditures will continue indefinitely.

The Executive asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Department of General Services, Department of Public Libraries, Maryland State Department of Education

Clarksburg Library (P710500)

Category Culture and Recreation
 Sub Category Libraries
 Administering Agency General Services (AAGE29)
 Planning Area Clarksburg

Date Last Modified 11/17/14
 Required Adequate Public Facility No
 Relocation Impact None
 Status Planning Stage

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	2,134	0	0	2,134	0	0	0	0	1,064	1,070	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	2,134	0	0	2,134	0	0	0	0	1,064	1,070	0
FUNDING SCHEDULE (\$000s)											
G.O. Bonds	2,134	0	0	2,134	0	0	0	0	1,064	1,070	0
Total	2,134	0	0	2,134	0	0	0	0	1,064	1,070	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 17	0
Appropriation Request Est.	FY 18	0
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		0
Expenditure / Encumbrances		0
Unencumbered Balance		0

Date First Appropriation	
First Cost Estimate	
Current Scope	FY 15 2,134
Last FY's Cost Estimate	2,134

Description

This project provides for the design and construction of a library and associated parking, located in Clarksburg, as outlined in the Clarksburg Master Plan, and appropriate to the needs of the community.

Location

Clarksburg, MD

Estimated Schedule

Planning, design and supervision funds are included in FY21 and FY22.

Justification

The Department's Strategic Facilities Plan (1998 – 2003) recognized the need for library services in the Clarksburg area, including a needs assessment completed in 2001. The Department confirms that the Clarksburg area continues to meet the criteria for a new facility, as outlined in the current Department Facilities Plan (2013 – 2016). The Clarksburg population is expected to increase from 13,766 in 2010 to almost 40,000 by 2025. The closest library is the Germantown branch, which opened in 2007. The library will serve as the community connection hub – to ideas, learning, and the exchange of information. It will improve the community through facilitating knowledge creation, informing the community, and inspiring lifelong learning and collaboration.

Fiscal Note

Dedication of a 1.1 acre site was approved by the Montgomery County Planning Board on July 23, 2015 as part of the developer Third Try LLC's design for the site plan for the unbuilt portions of the Town Center on the east and west sides of the development.

Coordination

M-NCPPC, Department of General Services, Department of Technology Services, Department of Permitting Services, WSSC, Clarksburg Town Center Development District, Department of Public Libraries, Upcounty Regional Service Center