

## MEMORANDUM

March 19, 2025

TO: Education & Culture (EC) Committee

FROM: Logan Anbinder, Legislative Analyst

**SUBJECT: FY26 Capital Budget and Amendments to the FY25-30 CIP: Libraries**

PURPOSE: Review and make recommendations for Council consideration – vote expected

### Expected Attendees:

- Darcell Graham, Director, Montgomery County Public Libraries (MCPL)
- Angelisa Hawes, Assistant Director, MCPL
- Michelle Hwang, Budget & Management Specialist, MCPL
- Maddie Hines Schellhardt, Manager, Digital Transformation, MCPL
- Greg Ossont, Deputy Director, Department of General Services
- Grace Pedersen, Fiscal and Policy Analyst, Office of Management and Budget

### Overview

In January, the County Executive transmitted recommended amendments to the FY25-30 Capital Improvements Program (CIP) for Montgomery County Public Libraries (MCPL). This staff report details recommended amendments to three MCPL projects:<sup>1</sup>

1. Library Refurbishment Level of Effort
2. Clarksburg Library
3. 21<sup>st</sup> Century Library Enhancements Level of Effort

Subsequent to the March 14, 2025 transmittal of his recommended FY26 operating budget, the Executive transmitted a further amendment to the 21<sup>st</sup> Century Library Enhancements Level of Effort project, which recommends a reduction in Current Revenue spending.

**Council staff recommends approval of the Library Refurbishment Level of Effort and Clarksburg Library projects as recommended by the Executive.** Since the recent amendment to the 21<sup>st</sup> Century Library Enhancements Level of Effort project involves Current Revenue funding, staff recommends the Committee defer action on this project until consideration of the MCPL operating budget in April.

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<sup>1</sup> The Council previously voted to approve the Executive's recommended amendment to the FY25-30 CIP and Supplemental Appropriation #25-32 for the Noyes Library for Young Children on March 11, 2025.

## Project Detail

### 1. Library Refurbishment Level of Effort (©1-2)

**Library Refurbishment Level of Effort (in \$000s)**

	Total Project Cost	Through FY24	Six-Year Total	FY25	FY26	FY27	FY28	FY29	FY30	Beyond 6 Years
<b>FY25-30 Approved</b>	<b>52,784</b>	<b>18,535</b>	<b>27,456</b>	6,356	4,619	3,244	5,109	6,048	2,080	6,793
<b>Amended FY25-30 CE Rec</b>	<b>52,817</b>	<b>18,535</b>	<b>29,317</b>	5,063	5,499	4,525	3,246	5,192	5,792	4,965
change from approved (\$,%)	33	-	1,861 6.8%	(1,293)	880	1,281	(1,863)	(856)	3,712	(1,828)

This project provides for the modernization of all 21 library branches over time. Examples of improvements undertaken through this project include renovating restrooms, creating group collaboration rooms, and aesthetic improvements of paint, carpet, and furnishings.

**The County Executive recommends an increase of \$1.86 million over six years for this project, a 6.8% increase over the six-year period from the Approved FY25-30 CIP.** This reflects a cost increase for Damascus Library, which is the branch currently undergoing refurbishment. The Damascus Library shares a building with the Damascus Senior Center, and improvements for this project include making significant changes to the building's HVAC system so that the two wings are served independently. The building is scheduled for reopening in fall 2026.

Due to the extended refurbishment timeline for the Damascus branch, refurbishments for subsequent branches in this project have been delayed. The next libraries scheduled in this project are, in order, McGee Library (Silver Spring), Twinbrook, Rockville, Gaithersburg, Olney, and Kensington Park.

**Council staff recommends approval of this amendment as recommended by the Executive.**

### 2. Clarksburg Library (©3-4)

**Clarksburg Library (in \$000s)**

	Total Project Cost	Through FY24	Six-Year Total	FY25	FY26	FY27	FY28	FY29	FY30	Beyond 6 Years
<b>FY25-30 Approved</b>	<b>33,740</b>	<b>4,077</b>	<b>29,663</b>	1,052	12,776	15,004	831	-	-	-
<b>Amended FY25-30 CE Rec</b>	<b>33,560</b>	<b>4,077</b>	<b>29,483</b>	1,052	12,596	15,004	831	-	-	-
change from approved (\$,%)	(180)	-	(180) -0.6%	-	(180)	-	-	-	-	-

This project provides for the design and construction of a library in Clarksburg. **The County Executive recommends a decrease of \$180,000 over six years for this project, a 0.6% decrease over the six-year period from the Approved FY25-30 CIP.** This is a technical change to shift General Obligation (GO) Bond funding from this project to the Americans with Disabilities Act (ACA) Compliance CIP project.

**Council staff recommends approval of this amendment as recommended by the Executive.**

### 3. 21<sup>st</sup> Century Library Enhancements Level of Effort (©5-6)

**21<sup>st</sup> Century Library Enhancements Level of Effort (in \$000s)**

	Total Project Cost	Through FY24	Six-Year Total	FY25	FY26	FY27	FY28	FY29	FY30	Beyond 6 Years
<b>FY25-30 Approved</b>	<b>12,819</b>	<b>8,157</b>	<b>4,662</b>	777	777	777	777	777	777	-
<b>Amended FY25-30 CE Rec (March)</b>	<b>11,664</b>	<b>8,157</b>	<b>3,507</b>	777	546	546	546	546	546	-
change from approved (\$,%)	(1,155)	-	(1,155) -24.8%	-	(231)	(231)	(231)	-	-	-

This project is intended to keep technology current in existing libraries by updating technology and related support systems. The County Executive’s January 2025 transmittal recommended a shift of \$31,000 per year from this project into the MCPL operating budget. The Executive’s subsequent March CIP amendment reflects a further reduction of \$200,000 per year beginning in FY26, due to underutilization. Overall, the Executive recommends a decrease of \$1.155 million or 24.8% over the six-year period for this project relative to the Approved FY25-30 CIP.

**Since this CIP project is funded via Current Revenue, Council staff recommends that the Committee defer formal consideration of this project until the MCPL operating budget review, and after the public hearing on this project as most recently amended.**

This packet contains:

© #

Recommended Amended FY25-30 CIP Project Description Forms

Library Refurbishment Level of Effort

©1-2

Clarksburg Library

©3-4

21<sup>st</sup> Century Library Enhancements Level of Effort – Jan. Recommendation

©5

21<sup>st</sup> Century Library Enhancements Level of Effort – March Recommendation

©6



## Library Refurbishment Level of Effort (P711502)

Category	Culture and Recreation	Date Last Modified	12/23/24
SubCategory	Libraries	Administering Agency	General Services
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY24	Rem FY24	Total 6 Years	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	13,633	5,889	11	6,592	1,220	776	963	1,024	1,362	1,247	1,141
Site Improvements and Utilities	500	67	433	-	-	-	-	-	-	-	-
Construction	32,417	9,764	363	19,099	3,123	4,138	3,023	1,915	3,169	3,731	3,191
Other	6,267	2,008	-	3,626	720	585	539	307	661	814	633
TOTAL EXPENDITURES	52,817	17,728	807	29,317	5,063	5,499	4,525	3,246	5,192	5,792	4,965

FUNDING SCHEDULE (\$000s)											
G.O. Bonds	46,886	12,874	687	28,360	4,106	5,499	4,525	3,246	5,192	5,792	4,965
Recordation Tax Premium (MCG)	1,035	1,035	-	-	-	-	-	-	-	-	-
State Aid	4,896	3,819	120	957	957	-	-	-	-	-	-
TOTAL FUNDING SOURCES	52,817	17,728	807	29,317	5,063	5,499	4,525	3,246	5,192	5,792	4,965

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 26 Request	-	Year First Appropriation	FY15
Cumulative Appropriation	30,039	Last FY's Cost Estimate	52,784
Expenditure / Encumbrances	18,662		
Unencumbered Balance	11,377		

### PROJECT DESCRIPTION

The Library Refurbishment Level of Effort (LOE) project provides a structured process to modernize all 21 library branches over 20 years with new technologies and service delivery improvements that reflect the latest in 21st century library trends at much less costs than renovations. The improvements include renovated restrooms, creating group collaboration rooms, providing new sit / stand ergonomic service desks, prekindergarten early literacy display elements, new water fountains with bottle filling features, and a general esthetic refurbishment of new paint, carpet and other flooring, and some furnishings. With the addition of funding from the 21st Century Library Level of Effort project, electric connectivity at many tables and seating groups and loanable laptops are provided.

### ESTIMATED SCHEDULE

The Library Refurbishment LOE started in FY15. Refurbishments per fiscal year are scheduled to complete the facility assessment of one library, design of one library, and the construction of one library per fiscal year. This will enable all 21 libraries to be refurbished by FY29 when the cycle would start over again. Montgomery County Public Libraries identifies the libraries to be refurbished 18 months in advance before the planning and design begins, so that applications for State grant funding can be submitted. Notice identifying the specific library projects for the given fiscal year must be provided to Council at least 60 days before any funding is obligated or spent. The notice to Council includes the scope of work, cost estimate, and expenditure schedule for planning design and supervision, construction, and other costs by fiscal year.

### COST CHANGE

Updated projects list, schedules, and escalation. Cost increase for Damascus Library refurbishment.

### PROJECT JUSTIFICATION

Until the implementation of these projects, many of the County libraries have not been updated in 20 years. The Library Refurbishment LOE will ensure that all libraries are refurbished and updated on a scheduled basis. This will ensure that the libraries continue to meet the community's needs for programs, services, and facilities. The Library Refurbishment projects enable the County to update more libraries over a shorter period with less money than the old approach of renovating only 1 or 2 libraries. Refurbishments also help avoid future major renovations on many buildings.

### OTHER

McGee Library construction is delayed to fund the Damascus Library Refurbishment cost increase.

### FISCAL NOTE

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. FY17 supplemental in State Aid for \$1,500,000 was approved for this project for the refurbishment of the then Bethesda, now Connie Morella, (\$500,000), Quince Orchard (\$500,000), and White Oak (\$500,000) branches. Amended FY18 for State Aid of \$200,000 for the refurbishment of Long Branch

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(\$100,000) and Marilyn Praisner (\$100,000) branches. Cost estimates will be refined after facility assessments are completed. Recordation Tax Premium will be used to cover the costs to renovate the Maggie Nightingale Library. In FY23, FY25 to FY28 costs were reduced because the Chevy Chase Library refurbishment costs were reflected instead in the Chevy Chase Library and Redevelopment project. Amended FY24 for State Aid of \$500,000 for Damascus Library and Senior Center and \$555,600 for Long Branch Library Building and Site Improvements. Amended FY25 for State Aid of \$957,000 for Damascus Library Renovation.

## DISCLOSURES

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A pedestrian impact analysis will be performed during design or is in progress. Expenditures will continue indefinitely. The County Executive asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

## COORDINATION

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Department of General Services, Department of Public Libraries, Maryland State Department of Education, and Department of Technology and Enterprise Business Solutions.



# Clarksburg Library (P710500)

Category	Culture and Recreation	Date Last Modified	12/23/24
SubCategory	Libraries	Administering Agency	General Services
Planning Area	Clarksburg and Vicinity	Status	Preliminary Design Stage

Total	Thru FY24	Rem FY24	Total 6 Years	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Beyond 6 Years
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## EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	4,937	141	436	4,360	1,052	1,275	1,202	831	-	-	-
Land	3,065	3,065	-	-	-	-	-	-	-	-	-
Site Improvements and Utilities	2,408	-	432	1,976	-	800	1,176	-	-	-	-
Construction	20,175	3	-	20,172	-	9,169	11,003	-	-	-	-
Other	2,975	-	-	2,975	-	1,352	1,623	-	-	-	-
TOTAL EXPENDITURES	33,560	3,209	868	29,483	1,052	12,596	15,004	831	-	-	-

## FUNDING SCHEDULE (\$000s)

G.O. Bonds	30,359	8	868	29,483	1,052	12,596	15,004	831	-	-	-
Recordation Tax Premium (MCG)	3,201	3,201	-	-	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	33,560	3,209	868	29,483	1,052	12,596	15,004	831	-	-	-

## OPERATING BUDGET IMPACT (\$000s)

Maintenance			153	-	-	-	-	73	80
Energy			92	-	-	-	-	44	48
Program-Staff			3,807	-	-	-	1,269	1,269	1,269
Program-Other			1,806	-	-	-	1,202	302	302
NET IMPACT			5,858	-	-	-	2,471	1,688	1,699
FULL TIME EQUIVALENT (FTE)				-	-	-	15	15	15

## APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 26 Request	23,476	Year First Appropriation	FY23
Cumulative Appropriation	10,064	Last FY's Cost Estimate	33,740
Expenditure / Encumbrances	3,209		
Unencumbered Balance	6,855		

## PROJECT DESCRIPTION

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

## LOCATION

Project is located at the intersection of Maryland Route 355 and Stringtown Road.

## ESTIMATED SCHEDULE

Design development will begin in FY25, and construction will start in FY26.

## PROJECT 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 department's 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 Clarksburg Town Center on the east and west sides of the development. Associated parking was to be provided by the developer. Funding provided in an FY24 supplemental for evaluation and purchase of an alternate site at the corner of MD 355 and Stringtown Road in Clarksburg. FY24 supplemental provided G.O. Bonds for the amount of \$3,624,000 and acceleration of FY25 appropriation in the amount of \$3,206,000 to sign design contract. FY24 funding switch of recordation tax premium for G.O. Bonds in the amount of \$3,201,000 due to FY24 actuals upload. FY26 transfer of \$180,000 in G.O. Bonds from Clarksburg Library (P710500) to Americans with Disabilities Act (ADA): Compliance (P361107).

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## DISCLOSURES

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A pedestrian impact analysis will be performed during design or is in progress.

## COORDINATION

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Maryland-National Capital Park and Planning Commission, Department of General Services, Department of Technology and Enterprise Business Solutions, Department of Permitting Services, WSSC Water, Clarksburg Town Center Development District, Department of Public Libraries, Upcounty Regional Service Center, Department of Housing and Community Affairs, Department of Environmental Protection, and Potomac Edison. Special Capital Projects Legislation will be proposed by the County Executive.

# January Transmittal -- Updated CE Rec. on (C)6



## 21st Century Library Enhancements Level Of Effort (P711503)

Category	Culture and Recreation	Date Last Modified	12/23/24
SubCategory	Libraries	Administering Agency	General Services
Planning Area	Countywide	Status	Ongoing

Total	Thru FY24	Rem FY24	Total 6 Years	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Beyond 6 Years
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### EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	202	60	52	90	15	15	15	15	15	15	-
Construction	1,665	724	881	60	10	10	10	10	10	10	-
Other	10,797	6,440	-	4,357	752	721	721	721	721	721	-
<b>TOTAL EXPENDITURES</b>	<b>12,664</b>	<b>7,224</b>	<b>933</b>	<b>4,507</b>	<b>777</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>-</b>

### FUNDING SCHEDULE (\$000s)

Current Revenue: General	12,439	6,999	933	4,507	777	746	746	746	746	746	-
G.O. Bonds	225	225	-	-	-	-	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>12,664</b>	<b>7,224</b>	<b>933</b>	<b>4,507</b>	<b>777</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>746</b>	<b>-</b>

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 26 Request	746	Year First Appropriation	FY15
Cumulative Appropriation	8,934	Last FY's Cost Estimate	12,819
Expenditure / Encumbrances	7,781		
Unencumbered Balance	1,153		

### PROJECT 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

Beginning in FY26, \$31,000 will be shifted to the Library operating budget to accommodate ongoing operating budget impacts from this project.

### PROJECT JUSTIFICATION

This funding will allow the Department of Public Libraries, Department of General Services, and Department of Technology and Enterprise Business Solutions to respond to customer demands and library trends that require changes in the equipment and related furnishings of library buildings. This includes the provision of new equipment such as loanable laptops, upgraded self-checkout machines, security cameras, badge access doors, and modifying service desks to provide single points of service. It will also provide funding for necessary 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.

### FISCAL NOTE

Funds have occasionally been moved from this CIP budget to the Library operating budget to accommodate ongoing operating budget impacts from this project. Beginning in FY20, \$118,000 was shifted to the Library operating budget. Beginning in FY21, another \$156,000 was shifted to the Library operating budget. Beginning in FY23, \$93,000 was shifted to the Library operating budget. Beginning in FY24, \$164,000 was shifted to the Library operating budget. Beginning in FY25, \$48,000 will be shifted to the Library operating budget. Beginning in FY26, \$31,000 will be shifted to the Library operating budget.

### DISCLOSURES

Expenditures will continue indefinitely.

### COORDINATION

Department of General Services, Department of Public Libraries, and Department of Technology and Enterprise Business Solutions.



# March (Current) CE Recommendation



## 21st Century Library Enhancements Level Of Effort (P711503)

Category	Culture and Recreation	Date Last Modified	03/01/25
SubCategory	Libraries	Administering Agency	General Services
Planning Area	Countywide	Status	Ongoing

Total	Thru FY24	Rem FY24	Total 6 Years	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Beyond 6 Years
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### EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	152	60	52	40	15	5	5	5	5	5	-
Construction	1,640	724	881	35	10	5	5	5	5	5	-
Other	9,872	6,440	-	3,432	752	536	536	536	536	536	-
<b>TOTAL EXPENDITURES</b>	<b>11,664</b>	<b>7,224</b>	<b>933</b>	<b>3,507</b>	<b>777</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>-</b>

### FUNDING SCHEDULE (\$000s)

Current Revenue: General	11,439	6,999	933	3,507	777	546	546	546	546	546	-
G.O. Bonds	225	225	-	-	-	-	-	-	-	-	-
<b>TOTAL FUNDING SOURCES</b>	<b>11,664</b>	<b>7,224</b>	<b>933</b>	<b>3,507</b>	<b>777</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>546</b>	<b>-</b>

### APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 26 Request	546	Year First Appropriation	FY15
Cumulative Appropriation	8,934	Last FY's Cost Estimate	12,819
Expenditure / Encumbrances	7,781		
Unencumbered Balance	1,153		

### PROJECT 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

Beginning in FY26, \$31,000 will be shifted to the Library operating budget to accommodate ongoing operating budget impacts from this project. \$200,000 annual level of effort reduction reflects underspending in the project.

### PROJECT JUSTIFICATION

This funding will allow the Department of Public Libraries, Department of General Services, and Department of Technology and Enterprise Business Solutions to respond to customer demands and library trends that require changes in the equipment and related furnishings of library buildings. This includes the provision of new equipment such as loanable laptops, upgraded self-checkout machines, security cameras, badge access doors, and modifying service desks to provide single points of service. It will also provide funding for necessary 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.

### FISCAL NOTE

Funds have occasionally been moved from this CIP budget to the Library operating budget to accommodate ongoing operating budget impacts from this project. Beginning in FY20, \$118,000 was shifted to the Library operating budget. Beginning in FY21, another \$156,000 was shifted to the Library operating budget. Beginning in FY23, \$93,000 was shifted to the Library operating budget. Beginning in FY24, \$164,000 was shifted to the Library operating budget. Beginning in FY25, \$48,000 will be shifted to the Library operating budget. Beginning in FY26, \$31,000 will be shifted to the Library operating budget.

### DISCLOSURES

Expenditures will continue indefinitely.

### COORDINATION

Department of General Services, Department of Public Libraries, and Department of Technology and Enterprise Business Solutions.