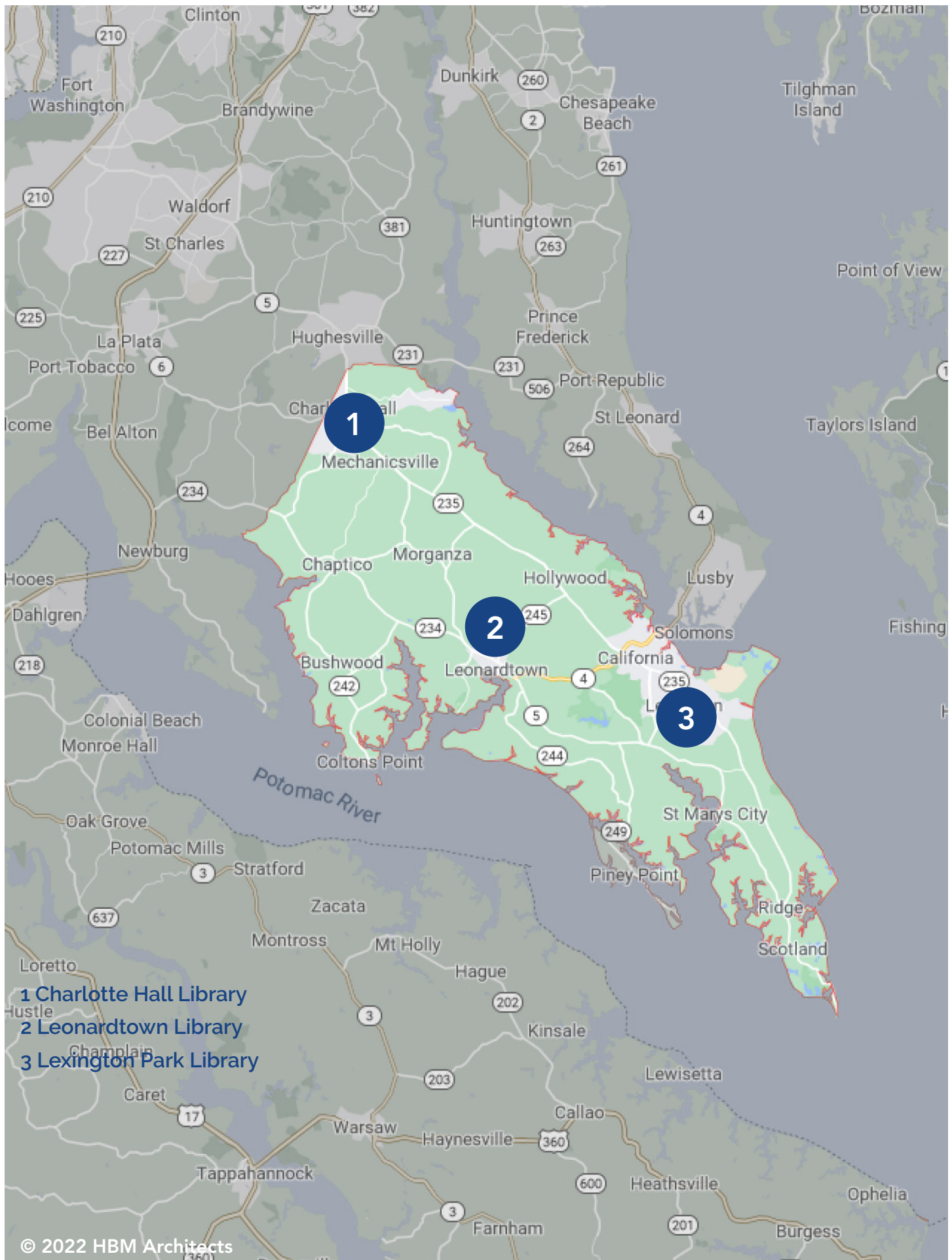




FACILITIES MASTER PLAN

04.25.2022



- 1 Charlotte Hall Library
- 2 Leonardtown Library
- 3 Lexington Park Library

TABLE OF CONTENTS

- 01 INTRODUCTION / EXECUTIVE SUMMARY
- 02 PRIORITIES
- 03 RECOMMENDATIONS
- 04 FACILITY CONDITION ASSESSMENT
 - Charlotte Hall
 - Leonardtown
 - Lexington Park
- 05 LIBRARY OBSERVATIONS
 - Charlotte Hall
 - Leonardtown
 - Lexington Park
- 06 DATA & SPATIAL BREAKDOWNS
- 07 APPENDIX
 - Preliminary Cost Information

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INTRODUCTION / EXECUTIVE SUMMARY

INTRODUCTION / EXECUTIVE SUMMARY

About the Facilities Master Plan

Noting each facility's condition, location, and capacity to accommodate 21st century library services is an important part of this Facilities Master Plan. St. Mary's County Library's facilities cannot be one size fits all. Each facility requires thoughtful design to create a tailored and immersive experience that will draw the community into the building and improve the user experience.

Proposed recommendations focus on the Charlotte Hall and Lexington Park locations because the Leonardtown library was recently opened to the public in late 2020. Both of these locations have been doing the best they can to adapt their existing conditions to provide modern library services to their users. The Charlotte Hall library is in a shared building with the Southern Maryland Regional Library and is undersized for serving its community. Consider investigating if an expansion is possible on the site or if a new location would be possible. Regardless of adding space, a complete renovation should be conducted to improve the entry experience, unify staff work areas, and update all interior finishes, fixtures, equipment, and shelving. The Lexington Park library is in need of a significant renovation and reconfiguration project to improve functionality and recapture under-utilized spaces while allocating areas for new services, community partnerships, and materials. All interior finishes, fixtures, and equipment appear dated and should also be updated during this process.

As facilities age, maintenance and updates are typical and as a general rule, refreshing elements periodically will keep up with the evolving trends and needs of libraries. St. Mary's County Library's facilities range in age from 1 to 37 years old. The building systems assessment conducted as part of this master plan suggests that while the electrical systems in each building are able to accommodate renovation and reconfiguration projects, the mechanical systems at most locations are original to the building, and at the older locations, nearing the end of their useful life, replacement should be considered. If lighting fixture upgrades are being considered for Charlotte Hall and Lexington Park, the lighting controls would need to be brought up to code. Any significant changes that increase the building's loads and capacities would need to be evaluated from a mechanical and electrical service standpoint and could require a service main upgrade and new equipment.

The goal of this master plan is to establish priorities and recommendations for the St. Mary's County Library for the purpose of improving facility conditions to better support and increase library services, improve access for patrons, and to benefit the communities served. This document provides a "road map" for the St. Mary's County Library to utilize in planning and prioritizing improvement projects for their 3 facilities.

Recommendations for facility improvements and reconfiguration are geared toward developing flexible spaces, creating spatial efficiencies, and updating adjacencies with the understanding that material formats, technology, and community needs change quickly. What comes next is less the issue than how these facilities can be nimble and adaptable to future change.

The Master Plan is intended to be a "working plan" that addresses current conditions while positioning the Library to move forward. The Plan should be updated on a regular basis to assist the Library with internal decisions regarding the future of the library system's facilities. It describes innovative solutions and any inadequacies of the Library's facilities and provides data-driven recommendations for improvement. These recommendations include thoughts on reconfiguration, renovation, expansion, and the potential replacement of existing facilities with new construction. The data used to develop the recommendations is a compilation drawn from several sources including information provided from: discussions with library leadership, staff questionnaires, observations by HBM from site visits, facility sizes and construction documents, circulation statistics, collection trends, customer visits, and building programming. Recommendations provided are tailored to each facility location to create a balance of spaces that best serve the unique community needs and demographics of the library patrons.

Recommendations made in this document are based on the statistics and observations collected during a 7 year span. Due to the COVID-19 pandemic and subsequent modifications in library services, information gathered in 2020 and 2021 may not be an accurate guide for indicating usage patterns. However, this document does take into account lessons learned during the pandemic and an understanding of its lasting impact on library services. It is expected that library materials, technology, programming, and service models will continue to evolve, and usage patterns will change. It is intended that this document will be revisited and updated based on the changes that come.

INTRODUCTION / EXECUTIVE SUMMARY

LIBRARY STANDARDS

Nationally established best practices for adequately sizing library branches recommend one square foot of library space per capita. St. Mary's County Library is now providing 59,059 square feet for a population of 113,510, or 0.52 square feet of library space per capita. In FY19 St. Mary's County Library averaged 22.12 circulations per square foot of space.

The Department of Budget and Management, DBM, requires that libraries refer to Maryland's planning guidelines (for square footage and number of items per capita) in order to justify and document the need for expansion. Not all states have facilities standards, and the national trend has actually been to do away with them due to the rapidly changing nature of public library services and programs. However, these basic guidelines will assist Maryland public libraries in planning and documenting the need for expansion and new construction grant proposals at both the county and state level.

Among those states that do have standards for square footage, 1 SF per capita, is a universal minimum based on increased space requirements for technology and training programs. The statewide average among public libraries in Maryland was less than 0.6 SF per capita in 2019.

PLANNING GUIDELINES FOR SQUARE FOOTAGE PER CAPITA

Essential = 1.0 SF

Enhanced = 1.1 SF

Exemplary = 1.2 SF

Maryland's guidelines will be used to assist libraries to meet the nationally accepted minimum facility size and encourage innovation and excellence in service that requires more space than the bare minimum. No library will be penalized under the capital grant program for failing to meet the minimum guideline as individual projects are part of a comprehensive county-wide facilities plan that may take several years to achieve. Project planning should be based on projected population growth rather than current population.

Renovation projects that do not expand existing space remain equally important in Maryland because of outdated infrastructure that can be inefficient, costly to operate, costly to maintain, or impacting the Library's ability to integrate new technology in older facilities.

These guidelines include both administrative and public service space county-wide (which are both eligible for county library capital grant funding). They do not include space for regional libraries or State Library Resource Center.

PLANNING GUIDELINES FOR ITEMS PER CAPITA (FOR POPULATIONS UP TO 150,000)

Essential = 4

Enhanced = 5

Exemplary = 6

Among those states that do have standards for collection size, smaller populations typically require more items per capita in order to provide a basic browsing collection. Often, there are different ranges for collection size based on the population served. Additionally, most state standards include all formats of library materials, not just the print collection. In FY-19 there were 3.04 items per capital and 9.49 items circulating per capita in Maryland.

By comparison, in FY-19 St. Mary's County Library had 12.39 items per capita and 12.18 items circulating per capita:

Given the rapidly changing nature of library collections, these guidelines include all materials formats in addition to bound volumes. It should be noted that electronic formats do not reduce the space needed for library facilities because additional public computers may be required to access electronic information.

INTRODUCTION / EXECUTIVE SUMMARY

ABOUT THE ST. MARY'S COUNTY LIBRARY

In 1948, Mrs. Mary Davidson bought Tudor Hall and offered it to St. Mary's County for a library. Mrs. Davidson hired a restoration architect and renovated the building. The county was not willing, at that time, to fund the library so Mrs. Davidson provided operating funds as well. The building was deeded to the newly formed St. Mary's County Memorial Library Association with the understanding that, should Tudor Hall ever cease to be used as a public library, it would revert to the Davidson family.

A bookmobile and a community branch were added in 1951. The first Lexington Park Library was housed in one room in the Frank Knox School. Later, it was moved to two rooms in the Felix Johnson Community Center. Mrs. Davidson died suddenly and the county agreed to honor the outstanding debts. For a number of years, the library operated on a very meager budget with limited staff. Very few new books were added during those lean years while the county paid off the earlier creditors.

In 1956, the Library Services and Construction Act was passed which provided funds for rural libraries. It was this Act that made it possible to expand the Lexington Park branch. At about the same time, State Library laws were passed that provided for State Aid to libraries. To be eligible for State Aid, a county library had to have a professional librarian as a director.

Because of this requirement, the Boards of Library Trustees of Charles and St. Mary's Counties, with the help of the State Division of Library Extension, began to negotiate an agreement to share a director. St. Mary's County would provide a cataloger and Charles County would provide the services of their Director, Miss Doris Holmes. By 1958, the terms of the agreement were worked out.

Miss Clark, State Librarian, suggested that the Boards of Library Trustees for Charles and St. Mary's might consider extending the agreement to include Calvert County as well. As a result, the Southern Maryland Regional Library Association (SMRLA) was born in 1959. This system was founded on the philosophy that more effective, efficient, and economic library service could be provided cooperatively than any one of the three small county libraries could provide on its own. The system worked under this agreement until 1995.

In 1995, the structure changed. Kitty Hurrey, Library Director of SMRLA and the three library systems since 1968, retired. With the sharp increase in growth taking place in each county and the resulting increase in library services, a new structure was proposed by each of the three Library Boards. SMRLA and each of the library systems would have their own director. Mary Wood served as the Director of St. Mary's County Memorial library until her retirement in 2003. Kathleen Reif was appointed the director in 2003 until her retirement in 2015. Michael Blackwell was appointed the director in 2015.

Today, St. Mary's County Library consists of three branches: Charlotte Hall, Leonardtown and Lexington Park; and 24/7 service via the Internet at www.stmalib.org.

STRATEGIC PLAN

Guiding Statements

Our Vision: We inform and inspire.

Our Mission: We connect people with ideas and information in a diverse community, valuing opportunity and education for all.

Core Values and Guiding Principles

Education

- Build collections that inform and entertain, promote the development of skills and life-long learning, and spark creativity
- Ensure our collections are diverse, inclusive, and accessible to all
- Support and defend our customers' right to access information without judgement
- Inspire a love of learning and foster wisdom

Service

- Develop a friendly, knowledgeable, and responsive staff who anticipate and exceed our community's diverse needs and expectations
- Provide training and opportunities for continued employee growth
- Embrace change and innovation

INTRODUCTION / EXECUTIVE SUMMARY

Core Values and Guiding Principles continued

Community

- Serve all members of our community, respecting our diversity
- Seek creative community partnerships and welcome volunteers
- Engage in joint efforts with regional and state library partners to achieve our mission

Integrity

- Be accountable to the Board of Library Trustees and the citizens of St. Mary's County
- Be good stewards of funds and resources provided by St. Mary's County, the State of Maryland, the Friends of the St. Mary's County Library, and the St. Mary's County Library Foundation
- Be fair and ethical in all our dealings with customers and staff
- Protect our customers' privacy and preserve intellectual freedom

CURRENT TRENDS

The following categories describe national trends in library planning and design. Some of these trends have already been implemented in the new Leonardtown Library while others are being considered for future integration where possible at the Charlotte Hall and Lexington Park locations.

Strategies for Efficient Space Utilization

One of the most important considerations for a library building is long-term flexibility and the ability to adapt to future changes in services, materials, programs, and technology. Flexibility in layout can be accomplished by using furniture like de-mountable partition walls to create spaces. HBM has found that these glass partition walls work well for study rooms, conference rooms, and office space layouts. They can provide flexibility and visual transparency where needed. More importantly, as usage patterns change over time, these types of walls provide an easier option for reconfiguration than traditionally constructed walls.

A new library building should take innovations in infrastructure under consideration such as a raised access floor. This type of system allows for total flexibility in the configuration of the primary library space by being able to relocate technology wiring, access to power outlets, and contributes to the sustainability and efficiency of heating and cooling systems. Under-floor air distribution systems used with a raised access floor allow you to only condition the space that people are occupying instead of the entire building volume. Under-floor air distribution also presents flexibility and added comfort allowing for easy regulation of air flow and movement of vents when library space is reconfigured. This system also presents both a cost and energy savings because you may be able to purchase and install smaller mechanical units.

Considerations should also be made for potential future expansion on the site. Building and structure design should take into account the potential for enclosing / occupying rooftop spaces on upper floors, and even expanding the building vertically if the site is limited. Spaces should be easily maintainable and thoughtfully designed.

It is important for the St. Mary's County Library to be able to develop and sustain spaces that meet the current needs of the community while having the flexibility to transform to accommodate future change. Having service points, displays, and seating that can be easily reconfigured can also give the entry experience a new look and feel to keep things fresh or to better size other areas of the library as usage patterns change without undergoing a major renovation project. The focus of long-term adaptability is to ensure that you continue to develop a space for everyone.

INTRODUCTION / EXECUTIVE SUMMARY

Building Location

- Buildings located for visibility on / from a main thoroughfare for ease of access, to draw in new library users, and demonstrate the exciting things happening in the library
- Building sites would ideally also allow for adequate parking, the possibility of integrating drive-up services, and the potential for outdoor programming space

Building Exterior

- Well-lit and accessible building entry
- Use of glass to bring natural light into the building in a variety of ways, for both public and non-public staff areas
- Use of glass to create great visibility from outside of the building into the space so that passersby can see what's going on in the library, interesting and fun offerings, activity within, and people.
- Attractive signage that clearly designates this building as a public library
- Opportunity for the Library to advertise events, new offerings, features, etc.
- An external walk-up or drive-up book drop that would ideally feed into the circulation / processing workroom or as close to that area as possible
- Attractive and easily maintained landscaping selections that emphasize native plants and sustainable practices

24/7 Lobby / Vestibule

- Popular for providing after-hours access to smart lockers where library users can pick up materials on hold
- Vending machines for books have also been on the rise - especially for libraries located in busy areas and people will be passing by on their way to / from other places
- 24/7 access may not be appropriate for every branch in the system and should be considered based on usage patterns

Walk-up & Drive-up Services

- The Lexington Park and Charlotte Hall locations would benefit from the incorporation of drive-up services.(If possible) This can mean a book drop that feeds into the staff workroom or a service window where customers can pick up holds reserved specifically for drive-up pick up
- Drive-up service windows are most effective when located in a staff work area that is easily accessed by staff at the circulation desk for efficiency and oversight.
- Curb-side services and drive-up services have increased in use and demand since the COVID-19 pandemic and have helped libraries continue to safely provide access to physical items during this time.

Entry Experience / First Impressions

- Welcoming entry experience with clear signage and intuitive way-finding
- The entry point(s) should be observable by a single staff person
- Good visibility to material returns, the holds area, a service point, and new materials
- A space designed to be accessible, easily changeable, add interest, and keep the experience fresh
- If the building utilizes a shared lobby, the library entry should be easily visible / in view upon entry

INTRODUCTION / EXECUTIVE SUMMARY

Public Service Points

- Service points with clear oversight of the building entry, public computers, study rooms, etc.
- Should be approachable with multi-height options
- Children's area service points should be integrated into the children's area
- Mobile service points can be used throughout the library to support fixed service points as needed
- Mobile service points should also have appropriate seating for a staff member
- Service points should be identified using way-finding techniques like carpeting and clear sightlines
- Sightlines are very important - both to and from the service point

Cafe Spaces

- A vending machine area with adjacent table and chair seating is sufficient to provide a cafe space in the libraries at this time

Shelving & Collections

- Shelving should be organized to create clear sightlines, prevent hidden corners, and not block windows that are bringing natural light into the library space
- We understand that in some areas, current shelving is higher due to limited available space, however, lowering shelving heights can improve sightlines and put the collection at an easy to retrieve height for customers. Collection use may need to be reassessed to right-size collections for each location
- Consider incorporating seating in collection areas to encourage browsing and comfort
- Shelving in central areas could be mobile for flexibility (mobile shelving does contain a wheel-locking mechanism)

Merchandising & Display

- Materials arranged to promote browsing and discovery
- Use of slanted shelving in stack areas for face-out display
- Incorporating mobile and possibly fixed display units that feature face-out materials, stacked book displays on tables, etc. Mobile displays (including A-frame style) should not be more than 4 shelves high to maintain sight lines
- Consider end panel display shelving beyond the use of slat wall
- Consider areas to highlight with illuminated feature display

INTRODUCTION / EXECUTIVE SUMMARY

Children's Areas

- Consider utilizing lighting, color, and changes in flooring / carpeting to better identify the children's area within a branch library
- In some locations, glass partition walls may also be helpful for noise mitigation
- Consider incorporating an engaging "play, learn, and grow" space that goes beyond early literacy skills to include interactive manipulative elements and activities in the children's area. These items are most effective when openly accessible in a children's area and are typically located in the area geared towards toddlers and younger children.
- Differently themed interactive elements could be featured at each location creating a "children's museum" across the library system
- Be mindful to avoid creating an overall theme for a children's area that is stagnant and limits future flexibility or reconfiguration

Teen Areas

- A designated (and sometimes enclosed) teen space could be a draw at some locations whereas labeling a "teen space" increases the odds that it is left empty and under-utilized at other locations
- Investigate ways to approach and design an area that would naturally draw teens without necessarily labelling it as a Teen Area. This space might include innovative and interactive technology, gaming options, interesting lighting, fun / flexible seating configurations, and access to both loud and quiet areas.
- Teen spaces can be designed to appeal to adults during the day and teens after school creating a multi-purpose space that can be used in a variety of ways
- The entire library can be intended to be a magnet for teens and library users in their 20's without a defined teen space but perhaps instead defining other quieter areas for adults using the branch at the same time. This approach is also successful in libraries that see a high enough amount of use by teens where a designated area would not be sufficient to accommodate use.

Technology

- Access to power for customers throughout public spaces is lacking in most locations and is being supplemented with some free-standing charging stations. Improving access to power should be a top priority for any building improvement project as it allows for inherent future flexibility.
- An increase in access to power and robust network infrastructure for a variety of library users as the shift to mobile devices continues to grow; mobile charging stations may also be used to supplement access to power; powered tables and chairs could be integrated as well.
- Comfortable, technology-rich environments that are used by a variety of people whether students, active adults, children, those who work remotely, entrepreneurs, etc.
- Security systems to ensure safe spaces for staff and library visitors.
- Technology training and support facilities with a focus on education that can also be available to outside groups.
- Public computer stations should be located with good staff and / or security oversight.
- Consider incorporating some collaborative computer stations that can be used by multiple people at the same time.
- Screens placed throughout the buildings should be intentional and connected to a programmatic purpose.
- A shift from desktop computers to mobile devices either through the use of secure laptop / tablet dispensers or other library services. Dispensing units can be kept behind a service point for security and also used for technology training programs instead of fixed computer stations.
- Access to Wi-Fi often extends outside of the library building to the surrounding site providing a vital service in areas where home internet access is not the norm. This can be supported by creating outdoor elements for safe gathering and incorporation of illuminated bollards that can double as a charging station for personal devices.

INTRODUCTION / EXECUTIVE SUMMARY

Making

- Providing accessibility to programs and materials that encourage creativity / making while promoting the vital skills of science, technology, reading / writing, engineering, art, and mathematics.
- Flexible content creation / maker spaces designed to be agile and easy to re-purpose as this trend evolves. This can be accomplished through the potential development of a room that features a glass wall that could be created using demountable partitions that can be reconfigured in the future as interests change.
- Depending on how this space is used, walls in this space may be used for display instead of storage.
- Depending on the equipment and activities here, this space may need ventilation to the outside and possibly also make up air to accommodate equipment used.
- In some locations a mobile maker space that houses equipment in a locked cabinet that is brought out into a meeting room space for maker programs may be more appropriate.

Study / Conference Spaces

- There are currently no study rooms at the Charlotte Hall and Lexington Park locations.
- A variety of small group study spaces are in demand whether they are enclosed (with or without doors) for privacy, semi-private, or even created using furniture.
- A number of small 4-8 seat meeting rooms with doors, book-able by groups for small meetings could also be helpful at some locations.
- Consider developing “equipment-ready” rooms that can be reserved ahead of time with equipment for recording, music creation, sewing, etc., and have good visibility from a staff service point. This could allow the Library to offer some great creative equipment without needing to create a fixed maker space.
- Areas for collaboration whether through the use of enclosed spaces or through the use of furniture.
- Study / conference rooms should have access to power. Some may also have access to a screen / video conferencing software / plug and play options.

Meeting / Event / Program Spaces

- Flexible library spaces that can easily accommodate larger programs.
- Flexible program spaces that can be sub-divided to accommodate groups of various sizes with appropriate wiring, technology, and power operated dividing walls.
- There should be space adjacent to the large event space that can be used for overflow seating or standing room. This space can be connected to the meeting room by use of a sliding partition wall or over garage-style doors. We recommend material display units and furniture in this space that would be convenient to rearrange for larger events.
- Consider the possibility of an indoor / outdoor event space option.
- Large flat-floor space suitable for seated, table and chair, or open set-up.
- This is a space that should be able to capture the interest of library visitors who are unaware that an exciting event is happening. Consider visibility into this space from the lobby or main library space to entice patrons who are unaware of programming options at the location.
- Flexible library spaces that can accommodate pop-up programs as needed.

INTRODUCTION / EXECUTIVE SUMMARY

Restrooms

- Barrier-free public restrooms located on each floor of the library where there is public space. These restrooms should be in clear view of a service point.
- Gender neutral / “family” unisex style restrooms should also be provided and not labelled per a specific gender. These restrooms could also function as the family restrooms within or near the Children’s area, or these could be additional unisex restrooms to support public use. Depending on the location, these should be located within clear view of a service point where possible.
- Depending on the location, family restrooms should be located within, or adjacent to, the Children’s area and in clear view of the service point.

Staff Work Areas

- Staff workrooms at the Charlotte Hall location are undersized necessitating that off-floor projects be done at the service desk. This could make staff seem unapproachable to customers.
- Staff areas should be supported with appropriate storage
- Deliveries should enter the building in a climate-safe area adjacent to the staff workroom
- Staff work areas should have access to natural light where possible
- A combination of collaborative team project spaces and quieter work area with designated work stations
- Off-floor / non-public work areas that are flexible for changing staff needs and collaborative for cross-training
- Adjustable height workstations should be considered
- Processing areas should have large flexible work tables for handling materials and equipment
- Space for moving carts around desks and work islands

Sustainable Design Considerations

- Consider incorporating a raised access floor for both flexibility and more efficient energy use where the usable space is conditioned as opposed to the entire volume of space when constructing new buildings. Ensure that HVAC vents are flush with the floor and strong enough as to allow people to walk on them
- Consider incorporating day-lighting controls
- Energy efficient HVAC equipment and lighting fixtures
- Replacement of inefficient / leaky windows
- Finishes with low VOC materials for paint / wall covering, carpeting, and adhesives
- Designed to achieve cost effective sustainable design
- Consider adding car-charging stations for electric vehicles at locations where this may be in demand
- Consider opportunities to incorporate solar panels where feasible to capture energy
- There may be an interest in developing educational programming around some sustainable design features to encourage interest and exploration in library users. This could also extend to learning about the natural surroundings at library locations with larger sites.

Visual Noise

It is important for the Library's management team to visit each location to identify quick fixes and long-term solutions that can be implemented system-wide. Some service points are currently cluttered with myriad paper handouts and signs creating a busy and unwelcoming feel at the desk while also limiting space for patrons to place items. The overall goal is to create a predictive experience that can counter a natural inclination to hang more "words" creating visual clutter. Buildings should be arranged with an intuitive layout that leads users to where they want to be without the need for signs. Signage guidelines could be considered that can unify fonts, color palettes, and sign holders across locations.

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PRIORITIES

PRIORITIES

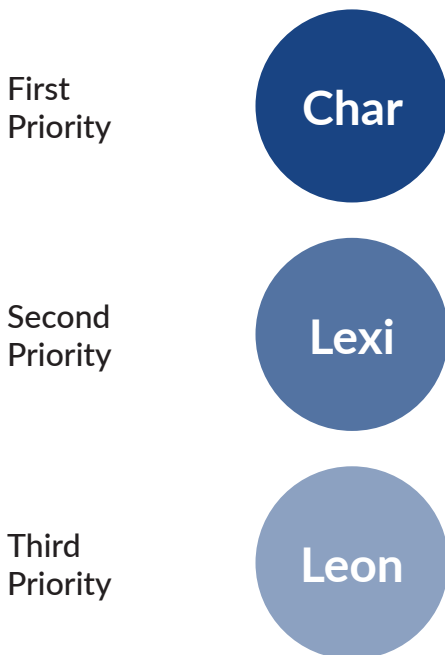
After compiling and analyzing the information contained in the Branch Observations and Recommendations Sections, the HBM team developed Priorities for improving and in some cases, replacing the branch library facilities. HBM evaluated the facilities from three different perspectives as described below.

The priorities are described in these categories to act as a flexible guide balancing the needs of the entire service population with funding and other opportunities that may arise and influence the priorities. Utilizing multiple perspectives provides flexibility for prioritizing improvements based on the goals of the Library at that time.

Priorities are recommendations and are subject to change based on the evolution of community needs and library services.

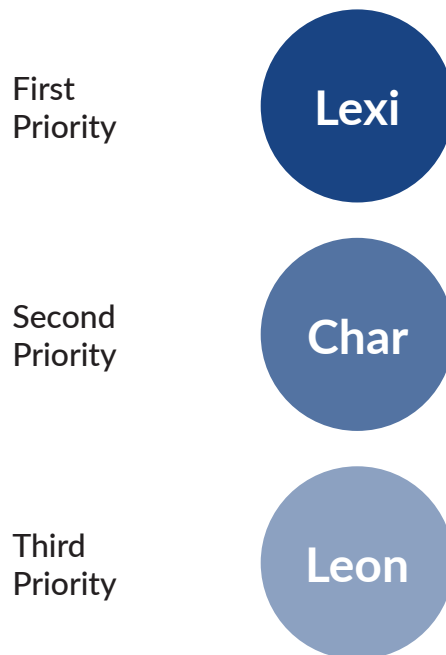
PRIORITIES BY CONDITION

This category ranks the branch libraries based on interior conditions; how worn and dated the interior finishes are, how comfortable furniture appears to be, how functional the shelving is, and the ability to meet future needs.



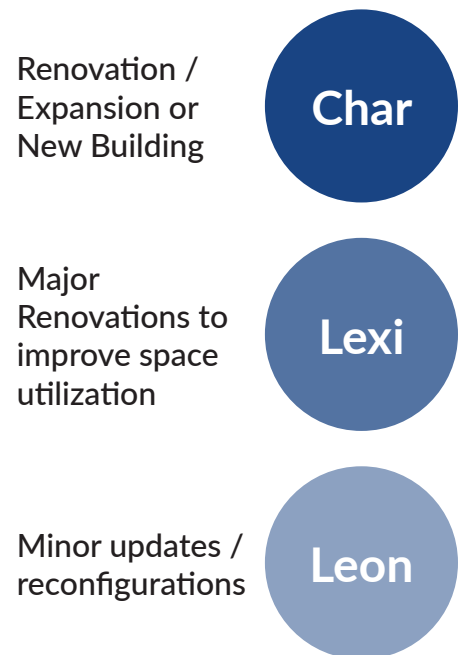
PRIORITIES BY FUNCTIONALITY / UTILIZATION OF SPACE

This category ranks the branch libraries based on efficient use of space, the potential for the branch to adapt to future changes, and the balance between spaces (i.e. collection, seating, technology, meeting space, staff space, public space, etc.)



GROUPINGS BY ORDER OF MAGNITUDE

This category groups the branch libraries based on the recommended scope of work and preliminary cost information for improving each facility. Improvements are defined as: new buildings replacing existing facilities, expanded and renovated facilities, interior renovations and layout reconfigurations of various scales



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RECOMMENDATIONS

RECOMMENDATIONS

The proposed recommendations for facility improvements are structured to help the St. Mary's County Library improve the patron experience and better serve changing user needs.

The goal of this master plan is to set priorities and develop recommendations for increasing library use and presence in each community that St. Mary's County Library serves. Both the Charlotte Hall and Lexington Park locations require significant improvements as we look to the future and how to improve access to library services and facilities throughout St. Mary's County.

Proposed building improvements are focused on the Charlotte Hall and Lexington Park locations with some minor suggestions for the Leonardtown library. The recommendations include increasing efficiencies in public and staff areas, staying relevant to current customers, and maintaining relevancy for future usage. The creation of new seating areas, increasing a variety of meeting / study spaces, increasing interactive educational play elements for young children, and improving access to technology and content creation, are all drivers for increasing library use.

At present, most of the library buildings are in need of the following key offerings of a modern library in a post-pandemic world:

- Merchandising style book display
- The space to lower shelving heights and add seating
- STEM-based interactive elements to support early literacy and motor skill development in young children
- Quiet space options whether study rooms, a small group study / reading room, etc.
- Access to power for personal devices
- Creative use of space for inherent flexibility
- Recapturing under-utilized areas / square footage
- Access to drive-up library services
- The ability to host outdoor programs / provide outdoor reading or play space
- Automated sliding doors at the entry that are easier to use if handling a stroller, children, arms full of materials, or use assistive devices
- ADA compliant restrooms
- The infrastructure to support changes in use, layout, and technology

RECOMMENDATIONS

CHARLOTTE HALL LIBRARY

PROPOSED OPTION 1: A NEW 15,000 SF - 20,000 SF BUILDING

PROPOSED OPTION 2: RENOVATION & EXPANSION OF THE CURRENT SPACE ADDING 5,000 /SF - 10,000 SF DEPENDING ON WHAT THE SITE ALLOWS

The Charlotte Hall Library is located in a shared facility with the Southern Maryland Regional Library. Superficially the space contains all of the elements of a branch library but the size is insufficient for adequately providing modern library services to the community that it serves. Additionally, there are a number of ADA accessibility issues that need to be addressed.

There is not a clear entry that defines the space as a public library from the exterior of the building or from the shared lobby. Also, there is no direct line of sight to the library entrance upon entering the shared lobby. Although the main library space is open, allowing for flexibility in layout, the shelving, service desk, and much of the furniture is fixed and does not encourage mobility. There is not a unified look to the interior finishes and furniture that are currently in the branch. Similarly, the children's and teen areas lack an identity that would draw in desired user groups. Aside from the meeting room, there is a lack of meeting / study spaces available here. The meeting room is also not visible from the main library space limiting its use by patrons when programs are not occurring. Staff areas are also lacking in size and functionality is hampered by having multiple spaces, none of which are appropriately outfitted for the staff who use them. The service point is large for a space this size and has a dominant presence at the entry to the space. There is very limited space available for book display / merchandising as well as for interactive children's area elements that support early literacy and motor skill development.

RECOMMENDATIONS INCLUDE:

These recommendations could be applicable whether renovating or expanding the space. These would be expanded upon if new construction becomes possible.

- Consider expansion of the building to the west and north if possible
- Upgrade and resolve any deficiencies in ADA compliance. This includes considerations for turning radii in stack areas.
- Prepare for replacement of rooftop units as they are nearing the end of their intended lifespan
- Identify and repair any ongoing leaks
- Create a more welcoming entry experience and consider relocating the library entry so that it is more obvious when entering the building through the shared lobby. It would be helpful if some updates were made to the lobby space to better identify this building as a branch library (and regional library administration building).
- Improved visibility into the branch from the lobby would also be helpful for inviting use. Consider incorporating glass for transparency and excitement
- In a library this size, we recommend a reconfiguration that will encourage multi-function spaces. For example, when a meeting room program is not occurring, this space should be open to patrons as additional seating space, and easily visible to a service point. We have also been using hold-open doors or NanaWalls to better open meeting spaces to public use.
- Consider ways to incorporate study rooms for 2-4 people
- Consider ways to incorporate mobile shelving, furniture, and book displays for flexibility in how the space is used
- Additional space could provide the opportunity for lowering shelving heights while maintaining a collection size that you feel is appropriate. However, even if additional space is not possible, shelving end panels should be updated to provide options for face-out display / merchandising. We are aware that space is currently limited for mobile display units, but perhaps this would be possible with a reconfigured entry.
- Consider laptop lending inside of the library instead of fixed computer stations to increase flexibility and access to table seating / power
- Consider an update of the children's area to develop an identity for this space that includes shelving, furniture, lighting, and interactive play elements that support early literacy and motor skill development. Also, consider options for incorporating a family restroom convenient to the children's area
- The current service desk is too large for the space and can be downsized. Especially if staff work areas can be improved and fewer staff are working on projects at the desk. If the library is expanded, consider adding a mobile service point to support customer service during peak times
- Staff work areas are under-sized and would benefit from being unified into one space with updated furniture and increased storage options.
- Investigate if there is an opportunity to provide drive-up services at this location

RECOMMENDATIONS

LEONARDTOWN LIBRARY

PROPOSED: MINOR UPDATES AND RECONFIGURATIONS

This new shared library and senior center building was completed in 2020. Although the library space does feature an intuitive layout, there are a number of blind spots throughout the building that have necessitated a roaming staff model. Maintaining oversight can be a strain during leaner staff times. Similarly, there are many spaces that lack visibility from the main library space such as the meeting rooms, the computer lab, the Maryland Room, and the far corner of the Teen Area behind shelving. While much of this space is open, enclosed spaces such as study rooms were not designed with flexibility in mind. These spaces could benefit from the use of demountable partition walls for adjusting the sizes of these rooms over time. They are all similarly sized at this point and user needs are likely to vary in the future.

RECOMMENDATIONS INCLUDE:

- Consider relocating the copy/print area and opening up the wall here to create views into the Maryland Room from the service desk. Additionally, consider using glass between the Maryland Room and Computer Lab for additional visibility into this space from inside the library. This would alleviate a couple of blind spots and provide visibility into areas that are currently hidden from view.
- Consider adding power towers or similar options for increasing access to power for people who bring their own devices. These towers can be charged overnight and placed throughout the library. These are easier to identify than the current charging station and more mobile.
- Consider adding a mobile service desk that can address busier times in the teen or children's areas. A mobile desk could be folded away when not needed
- Identify the causes of any remaining leaks and repair as needed.
- Investigate the turning radius at the drive-up service window to establish if adjustments need to be made for easier vehicular access.
- Consider a replacement of the drive-up service window with a model that has a sliding drawer for easier transactions and a window that can stay in the open position for easier staff use.
- Add window film to the west side of the building to reduce glare, particularly in the staff workroom.
- A replacement of the A/V systems selected for the meeting room to improve usability.
- Consider introducing mobile shelving for adding flexibility in the layout and supporting pop-up programming
- Consider introducing interactive play elements that support early literacy skill development in the children's area
- Repair the key fob system to improve staff access to the front automatic doors.
- Repair the locking mechanism on the exterior door to the staff area.
- Consider creating welcoming outdoor spaces for visitors to explore the site and a shaded outdoor seating area on the back patio.
- Evaluate restrooms for ADA accessibility compliance, specifically in the size of / turning radius within accessible stalls and automated fixtures
- Consider a way to provide unisex restrooms in the building.
- Identify and repair any draining issues remaining on the site.
- Evaluate options for further integrating sustainable design features like solar panels.

RECOMMENDATIONS

LEXINGTON PARK LIBRARY

PROPOSED: A MAJOR RENOVATION TO IMPROVE FUNCTIONALITY & SPACE UTILIZATION. THIS MIGHT ALSO INVOLVE A SMALL ADDITION TO THE ENCLOSE THE COURTYARD BETWEEN THE MEETING ROOM AND CHILDREN'S AREA

The Lexington Park Library in need of a major renovation and reconfiguration project that would also involve upgrades to the HVAC systems that are nearing the end of their useful life. This reconfiguration of the entire building will help to re-size spaces for current and project use while recapturing under-utilized spaces. The current building arrangement was intended for a now dated vision of how libraries function and the service that this building should bring to the community.

The large meeting room and Children's area are both enclosed and separated from the rest of the library space limiting visibility and the ability to demonstrate the great things going on here. The computer lab is no longer used for programming / classes or training but has instead naturally become a hangout for teens who like to game in this space. Much of the seating area between the adult collections is under-utilized as some of this previously housed fixed computer stations.

Overall, this building feels dated in its layout, functionality, and aesthetics. A renovation project should involve updates to all finishes, furniture, light fixtures, shelving, etc. An effort should also be made to increase access to power for patrons who bring their own devices.

RECOMMENDATIONS INCLUDE:

- Consider establishing a new entry to the building that will feel like you are entering a library.
- The large meeting room lacks visibility - both to the entrance / lobby and the main library space. There is a need for table and chair storage in addition to storage for programming supplies.
- There is some interest in enclosing the courtyard space between the large meeting room and children's area. Perhaps this could be seen as an opportunity to reconsider the layout and orientation of the meeting rooms and how they connect to the rest of the building. If the children's area remains in this spot, this area could also provide a story / craft room or this space could remain open and be landscaped to support outdoor programming
- The shape of the children's area is long and narrow and somewhat awkward. If a small expansion does occur, perhaps it could also redefine the form of the children's area allowing for more flexibility of layout within this space.
- The walls separating the children's area from the circulation desk are currently used for art display. However, a pre-function gallery space may be better suited to this purpose as the library would like to expand its partnership with the arts council. Similarly, consider carving out an area for an artist in residence program. This could be combined with a messy maker space designed with durable finishes to accommodate this type of creative hands-on programming.
- Consider creating a space for teens that encourages collaboration, gaming, and where noise is not a concern.
- Consider creating an outdoor space that will also appeal to teens that can be used for scheduled or pop-up activities, while in view of staff within the building.
- Consider how the library could be naturally zoned for sound in a new layout with quieter spaces to one end, and louder spaces to the other.
- Consider methods for transforming a stagnant children's area into a dynamic active learning center
- There is interest here in creating family spaces that can appeal to multiple generations of users simultaneously
- Consider the layout and height of adult collection shelving. Also consider replacing shelving end panels with those that offer opportunities for face-out display. These could be supported with mobile display units that be moved throughout the library to draw attention to topical / new items
- While there are a couple of quiet study rooms in this library, they are sized for small groups. Adding a variety of smaller study rooms for 2-4 people would give patrons more options
- Both existing service points are oversized for how they are now used. Consider if the library could be served by one centrally located, consolidated service desk. This could be supported by a mobile service point as need during peak times.
- Consider relocating the IT workroom in closer proximity to the staff workroom in order to open up the walls in this space for increased visibility.
- Investigate a reconfiguration of traffic flow on the site in order to provide a drive-up service window into the staff workroom
- Investigate ways to increase use of the site as a whole - perhaps with an educational bio walk through wetlands,

A large, stylized yellow star graphic that occupies the left and bottom portions of the page. The star is composed of several concentric, slightly offset shapes, creating a layered effect. It points towards the top-left and bottom-right corners.

FACILITIES CONDITION ASSESSMENT

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 1 / INTRODUCTION

A. PURPOSE

1. Thorson • Baker + Associates, Inc. visited the site. The purpose of this visit was to perform a visual observation of the current condition of the building, and to provide comments on the mechanical and electrical systems. All comments and recommendations within this report are the professional opinion of Thorson • Baker + Associates, Inc.
2. The existing building and systems are being reviewed for possible building expansion (or branch library relocation).

B. BASIC BUILDING DESCRIPTION

The existing structure is a one-story multi-tenant building built in 1987. The library only occupies 3,350 S.F. of the west side of the main building. The building is approximately 24,420 S.F. total.

C. LIMITATIONS

1. Site observations were limited to visual observation only. Visual observation was limited to areas that were not covered by finishes or other obstructions. Access was not possible to all rooms and areas within the building.
2. No testing was performed on materials, equipment or systems. Equipment was not opened or taken apart for internal inspection. This Observation Report is no way a guarantee to the proper operation of equipment or systems.
3. As-built construction documents and shop drawings were not made available for reference prior to completion of this report. Drawings were available after the site visit for reference.
4. This observation was not intended to be an inspection for health or environmental problems such as radon gas, asbestos, PCB's, lead, ants, termites, etc...

PART 2 / MECHANICAL SYSTEMS

A. HVAC SYSTEM SUMMARY

1. The library is being conditioned by two Trane model WCH180B400HA heat pump rooftop units with a cooling capacity of 15 tons, heating capacity of 170 MBH and has an additional 54 KW electric heating coil. One unit with the serial number of 3491011140 and designation of "D" on the construction drawings was installed in 2003. Therefore, this unit is 18 years old. The other unit with the serial number of 842100172D and designation of "E" on the construction drawings was installed in 2008. Therefore, this unit is 13 years old. These systems use R-22 refrigerant. The two main supply air ducts in the attic each have a Walton model WT centrifugal atomizing type humidifier with a capacity of 24 lb/hr as shown on the drawings.
2. The meeting room is conditioned with a Trane fan coil unit with a remote heat pump condensing unit model 2TWA0060. This system has a 22.5 KW electric duct heating coil. The condensing unit has a cooling capacity of 5 tons and heating capacity around 55 MBH. This unit with the serial number of 745104U1F and designation of "5" on the construction drawings was installed in 2007. Therefore, this unit is 14 years old. This system uses R-22 refrigerant.
3. The office and workroom gets its supply air from another rooftop heat pump unit that takes care of the big open office space next to the library. This unit is a Trane model WSC060A4P..., equipment tag is faded very bad and hard to read the information. This unit has a cooling capacity of 5 tons, heating capacity of 58.5 MBH and should have an electric heating coil around 27 KW. This unit with the serial number of 5231..... and designation of "B" on the construction drawings was installed in 2005. Therefore, this unit is 16 years old. This system uses R-22 refrigerant. Note the construction drawings shows this unit to have a cooling capacity of 7.5 tons.
4. The owner has installed many air purifiers throughout the library to clean the air.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 2 / MECHANICAL SYSTEMS CONTINUED

B. PLUMBING SYSTEM SUMMARY

1. The library is feed with a 1" cold water, $\frac{3}{4}$ " hot water and $\frac{3}{4}$ " hot water return lines from the buildings main system.
2. The building has a well water system with an underground domestic 2,000-gallon storage tank and air compressor to maintain water pressure. It looks like a building was installed above the vault. We did not get inside this building. The well has a 2" water pipe feed to the system. From the storage tank, a 2-1/2" water feed is routed to the building.
3. The library has a 4" sanitary sewer line under the building.
4. The building has a central underfloor 2" drainage system for the condensate from the fan coil units and humidifiers. This drainage system goes to an underground sump pump. The drainage pipe size in the walls is $\frac{3}{4}$ ".
5. The library has an 8" storm sewer line under the building.

C. FIRE PROTECTION SYSTEM SUMMARY

1. The building has a well water system with an underground fire 15,000-gallon storage tank and air compressor to maintain water pressure. It looks like a building was installed above the vault. We did not get inside this building. The well has a 2" water pipe feed to the system. From the storage tank, a 6" firewater feed is routed to the building.
2. The building has a wet fire sprinkler system.

D. RECOMMENDATION

1. The rooftop units has refrigerant R-22, which has been discontinued. Recyclable R-22, which has been cleaned, is available; but the cost of this refrigerant is getting pricey. It may come to the time that this cost may be too high or the refrigerant may not be available. The units are 13 to 16 years old and this is the expected life span for this equipment. So, a plan should be developed to replace these unit in the next 2 to 5 years. The unit's capacity is good for the existing floor areas. They do not have additional capacity for any additions.
2. The domestic and fire protection systems have the capacities for the existing floor area and systems. If a building addition or large restroom is added in the existing foot print with additional plumbing fixtures, a new domestic cold and hot water supply will be required.
3. The fire protection system should be okay for a small addition. However, since this is a well system with storage tank, calculations will need to be completed.
4. The external book drop and workroom B need to have a ductless split system installed to control the space temperature for heating and cooling.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 3 / ELECTRICAL SYSTEMS

A. ELECTRIC SERVICE AND DISTRIBUTION

1. The existing electric service to the building is 1,200 amps at 480/277 volts – 3 phase – 4 wire. The utility transformer is 300 kVA and is pad mounted on the site. The primary and secondary service feeders are underground. The electric service feeds the entire building.
2. Main Electric Room: The main distribution switchboard DP is original, manufactured by GE and appears to be in good condition. DP has an integral CT cabinet and a 1,200 amp main high pressure contact switch with fuses. The amperage of the fuses are unknown. There are branch circuit breakers with some spaces in DP, but no spares. Panel DP feeds the entire building. Panel L1 and lighting relay cabinet R1 are original, manufactured by GE and appear to be in good condition.
3. Electric Closet: Panels P2, L2 and L3 and lighting relay cabinet R1 are original, manufactured by GE and appear to be in good condition. There are some spaces available in panels P2 and L3. There is a newer low voltage transformer that appears to have been replaced in 2017, manufactured by Eaton – the reason for replacement is unknown.

B. EMERGENCY / STANDBY POWER

1. There is an existing natural gas generator on site that was installed sometime after the original building was constructed. Existing drawings for this equipment were not available and the size/capacity is unknown at this time. The associated transfer switch and panelboard are located in the main electric room. The generator and transfer switch are manufactured by Cummins and appear to be in good condition. The panelboard is manufactured by Cutler-Hammer and appears to a load center and in good condition. The load center does not have any spares or spaces.
2. The generator appears to be used for standby loads only such as the technology closets and their associated systems and cooling. It is unclear whether these are loads located in the branch library and/or other parts of the building.
3. Emergency lighting is supplied by battery powered units, not the generator. The original inverter (per the existing drawings) appears to have been removed.

C. LIGHTING CONTROLS

1. There are two existing lighting relay cabinets located in the two electric rooms as described above. Public area lighting is routed through the relay cabinet R1 and controlled via associated low voltage switches.
2. Individual rooms and staff areas are controlled via local line voltage switches.

D. ELECTRICAL SUMMARY

1. The existing electric service and associated distribution equipment appear to be in good condition and could likely be reused in their entirety if a building expansion was considered. The capacity of the main service appears to be sufficient to accommodate an expansion.
2. Depending on the size and location of the expansion, there are a limited number of spaces available in panels P2 and L3 that could be used. If a new panelboard were required, there are spaces available in the main panel DP.
3. New emergency lighting would be supplied via battery powered units, similar to existing. The generator panelboard does not have any spares, however the capacity of the generator itself would need to be reviewed if any additional standby loads were desired.
4. Any lighting controls for an expansion would need to comply with current energy codes. The existing lighting relay cabinets could potentially be used for an expansion of any new public library spaces if sufficient spares are available. Any new staff areas or individual rooms would likely be controlled via local stand-alone occupancy sensors and associated switches. Any areas with sufficient natural daylight would also require local daylight harvesting controls.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 3 / ELECTRICAL SYSTEMS CONTINUED

D. ELECTRICAL SUMMARY CONTINUED

5. If existing lighting fixtures are replaced, the existing lighting controls would be required to be brought up to current energy code. In existing public library spaces, the existing building lighting controls do not appear to be code compliant. The lighting fixtures would need to be recircuited for bi-level or dimming control. The existing lighting relay cabinets could potentially be reused with bi-level or dimmer switches added. Any areas with sufficient natural daylight would also require the addition of local daylight harvesting controls.
6. In existing staff areas and individual rooms, the existing lighting controls do not appear to be code compliant. If existing lighting fixtures are replaced in these rooms, the existing lighting controls would be required to be brought up to current energy code and replaced with local stand-alone occupancy sensors and associated switches. Any areas with sufficient natural daylight would also require the addition of local daylight harvesting controls.

PART 4 / TECHNOLOGY SYSTEMS

A. SERVICE ENTRANCE

1. There currently are multiple communication services entering the facility. There is a 100-Pair telephone Building Entrance Terminal supporting analog and digital PRI circuits onto the building. The majority of this could be abandoned at considerable savings to the facility as little to no analog lines are required to provide service.
2. There is currently dark fiber, provided by St. Mary's County from the county's operation center. This should be sufficient to support all of the library's communications needs going forward. Analog telephone gateways and/or dedicated NIC cards are assumed to be required for specific devices which still must maintain an analog connection.

B. BACKBONE CABLING

1. A minimum of backbone cabling should be required to support the facility. Single-mode fiber from the entrance terminals to the main tech room should be sufficient to support the entire building.

C. EQUIPMENT ROOM

1. A single equipment room supports the entire Charlotte Hall branch library. The room is in a central location, meaning all cabling should reach the equipment room from any location within the branch space. Existing fiber optic enclosures should be assessed and demolished if not required. If needed, then all fibers should be identified and consolidated into a single enclosure for terminations.
2. The space should be modified for use as a technology equipment room only. The space should not be used for storage of equipment and materials as the current configuration is very cramped and not easily accessible.
3. The space should be large enough to support a single 45 RU open-frame rack. Plywood backboards should be placed along the walls to support miscellaneous equipment and cable management should be added to neatly organize all backbone and horizontal cabling. Consider leaving the ceiling open to structure above and provide lighting fixtures placed to properly illuminate equipment locations.

D. HORIZONTAL CABLING

1. There are multiple generations of horizontal network cabling that were observed. What cabling is currently in place has been installed in several phases and is very inconsistent in both manufacturer and grade.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 4 / TECHNOLOGY SYSTEMS CONTINUED

D. HORIZONTAL CABLING CONTINUED

2. The building was constructed in 1986, and as a result, there are an insufficient number of conduit stubs concealed within the walls to support network and telephone cabling. In numerous locations, plastic and metal surface raceway has been provided to support the cabling. The installation quality of the raceway is very poor and needs to be removed.
3. As part of any upgrades to the cabling system at the facility, a complete wireless site survey should be performed to determine the capacity of the current wireless network. The results of that evaluation should guide the staff to upgrade both wireless coverage and throughput to current standards. Best practices are for one CAT6A cable for each wireless access point, but as capacity needs increase a minimum of two CAT6A cables should be considered for each wireless access point location. Currently there is an unmanaged wireless access solution in place using Netgear wireless APs. There is a possibility that the library may be able to use a Cisco cloud-managed network available through St. Mary's County. This option should be investigated and used if available.

E. TELEPHONE SYSTEM

1. The facility has a VoIP networked system, with Avaya handsets. The phone handsets use standard data outlets and Power over Ethernet network switches, so there will be no additional space requirements for the equipment.

F. PAGING SYSTEM

1. There does not appear to be any existing paging system in place at the facility. A paging system is not essential for the operation of the facility, but can be provided as part of a renovation and / or addition to the space.

G. SYNCHRONIZED CLOCK SYSTEM

1. There is currently no synchronized clock system in the facility. Numerous standalone battery-powered clocks are in use at the site. A clock system is not essential for the operation of the facility, but can be provided as part of a renovation and/or addition to the space. Modern clock systems are wireless and could easily be added at the site at any time before or after any renovation.
2. The cost for a wireless master clock will be between \$3000-\$5000. Individual wireless clocks are \$150-\$200.

H. AUDIO-VISUAL SYSTEMS

1. A 900 SF meeting room is currently in use at the facility. Assorted portable AV and sound equipment is in use. A Tandberg Videoconferencing Codec is available for use, but is obsolete and could be replaced with current technology or far less money than was originally purchased for. An AV presentation system should be considered for this space. Components should include:
 - A high-resolution video projector with laser light source.
 - A recessed, motorized projection screen sized to the space.
 - An audio reinforcement system with wired and wireless microphones and program audio inputs from the video presentation switcher.
 - Conferencing microphone(s) with acoustic echo cancellation for remote conferencing.
 - Video camera(s) for video conference applications.
 - A modern codec capable of using native MS Teams and Zoom conferencing platforms.
 - A control system which will allow inexperienced users to easily operate the system properly.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PART 4 / TECHNOLOGY SYSTEMS CONTINUED

H. AUDIO-VISUAL SYSTEMS CONTINUED

2. Other digital signage displays are in use at the branch. A user-friendly signage platform should be implemented at all branches to simplify pushing content to all displays, allowing branch-specific content to be shown along with district content and other pertinent information like local weather, RSS news feeds, etc.
3. If study rooms are planned for the facility, interactive flat panel displays are recommended for group study or collaboration.
4. Other possible program areas that could benefit from currently available technology would be maker spaces and audio & video recording & podcast booths.

I. ACCESS CONTROL & INTRUSION

1. There currently is no access control system in place at the Charlotte Hall branch.
2. St. Mary's County will support an access control system at the branch. The system must be compatible with the DSX system the county currently maintains.
3. The staff should evaluate their current traffic flow and place access control equipment at key doors to easily control locking and unlocking of the space and monitor access.
4. Intrusion alarms should be used to monitor the building for break-ins during unoccupied times of day. Intrusion alarm systems can also be used to monitor doors propped open and to alert other staff and law enforcement of emergency situations at the branch.

J. VIDEO SURVEILLANCE

1. There are video surveillance cameras currently in use at Charlotte Hall Branch. Due to concerns with cybersecurity, the equipment manufacturer currently used at the branch cannot be purchased using government funding. Due to the unsecure nature of the equipment, it is strongly recommended that the existing cameras be removed from service.
2. St. Mary's County will support a system at the branch. The system must be compatible with the video management software system that the county currently maintains. Client computers both at the branch and at other branches can be used to monitor and play back recorded video of events detected by the surveillance system.
3. The current or renovated facility should be evaluated to determine optimum placement of surveillance cameras. Recommended locations include building entrances, public-facing service areas, any location where cash transactions occur, publicly accessed computers, and meeting rooms.
4. While not actually part of the surveillance system, people-counter cameras should be used at public entrances to follow usage patterns.

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PHOTOGRAPHS



Rooftop unit "E" and exhaust gooseneck



Rooftop unit "E"



Rooftop unit "D"



Rooftop unit "D"

FACILITIES CONDITION ASSESSMENT

CHARLOTTE HALL

PHOTOGRAPHS



Outside air intake for fan coil units.



Condensing unit near wall for meeting room fan coil



Air Purifiers



Room Thermostat

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PART 1 / INTRODUCTION

A. PURPOSE

1. Thorson • Baker + Associates, Inc. visited the site. The purpose of this visit was to perform a visual observation of the current condition of the building, and to provide comments on the mechanical and electrical systems. All comments and recommendations within this report are the professional opinion of Thorson • Baker + Associates, Inc.
2. The existing building and systems are being reviewed for possible minor renovations.

B. BASIC BUILDING DESCRIPTION

The existing structure is a one-story multi-tenant building built in 2020. The library only occupies 30,209 S.F. of the south side of the main building.

C. LIMITATIONS

1. Site observations were limited to visual observation only. Visual observation was limited to areas that were not covered by finishes or other obstructions. Access was not possible to all rooms and areas within the building.
2. No testing was performed on materials, equipment or systems. Equipment was not opened or taken apart for internal inspection. This Observation Report is no way a guarantee to the proper operation of equipment or systems.
3. As-built construction documents were available after our site visit. Shop drawings were not made available for reference prior to completion of this report.
4. This observation was not intended to be an inspection for health or environmental problems such as radon gas, asbestos, PCB's, lead, ants, termites, etc...

PART 2 / MECHANICAL SYSTEMS

A. HVAC SYSTEM SUMMARY

1. The library is conditioned by four Trane VAV rooftop units, which are 2 years old. Their expected useful life span is 15 years. RTU – 1 is a model OAKD240 with a cooling capacity of 20 tons, heating capacity of 184.3 MBH with hot water heating coil. The unit's serial number is OA285233-1-1. This unit serves the common areas and meeting rooms. RTU – 2 is a model OAKD210 with a cooling capacity of 17 tons, heating capacity of 176.6 MBH with hot water heating coil. The unit's serial number is OA285233-2-1. This unit serves the Main Library. RTU – 3 is a model OADG010 with a cooling capacity of 10.5 tons, heating capacity of 79.9 MBH with hot water heating coil. The unit's serial number is OA285233-4-1. This unit serves the Administration area and study rooms. RTU – 4 is a model OADG010 with a cooling capacity of 10 tons, heating capacity of 115.4 MBH with hot water heating coil. The unit's serial number is OA285233-3-1. This unit serves the Teen area. These systems use R-410A refrigerant and have an energy recovery wheel. Each rooftop unit has a hot water circulating pump to keep the coil from freezing.
2. The building has two Viessmann condensing boilers, which are two years old. Their expected useful life span is 25 years. The boilers are model CA3B2.5. The boilers have a heating maximum input capacity of 2,500,000 BTUH and a minimum input capacity of 250,000 BTUH. There are two B&G split case hot water pumps circulating heating water throughout the building. The model e-1510, serial number C279484-01D91 and C279484-02D91 with a 10 HP motor to supply 350 gpm vs. 55' head.

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PART 2 / MECHANICAL SYSTEMS CONTINUED

A. HVAC SYSTEM SUMMARY

3. The boilers supply 140 deg F hot water the rooftop units, unit heaters, cabinet heaters and fin tube.
4. The first floor is conditioned by single duct VAV boxes with hot water reheat coils and baseboard radiators. Primary supply air comes from four rooftop units (RTU-1 thru RTU-4).
5. The entry vestibule and lobby have hot water cabinet heaters. Mechanical, Receiving, Maintenance and Sprinkler Rooms have hot water unit heaters.
6. Data room L117 AND Server Room L134 each have a 1-1/2 ton Mitsubishi ductless split unit with the condensing unit on the roof with R410A refrigerant.
7. Mechanical Room, Electrical Room, Sprinkler Room have rooftop exhaust fans and louvers with motor operated dampers for summer ventilation and controlled by a room thermostat.
8. Public Restrooms have a roof mounted exhaust fan and controlled to operate with RTU-1.
9. Staff Restrooms have a roof mounted exhaust fan and controlled to operate with RTU-3.
10. Technology maker Space has a roof mounted exhaust fan controlled by a manual switch.
11. The HVAC system is being controlled and monitored though a Johnson Controls – Metasystem DDC control system.
12. The owner has installed many air purifiers throughout the library to clean the air.

B. PLUMBING SYSTEM SUMMARY

1. The building has a 6-inch combined water and fire protection service to the building. Then split into a 3-inch domestic water service with a pressure regulator and reduced pressure backflow preventer and a 6-inch fire service with a detector double check backflow preventer.
2. The library has five 1,000-gallon underground storage tank for propane for the whole facilities mechanical equipment and fireplaces. The main from the tanks to the building is 2-inch supply with a regulator to reduce the pressure into the building to 2 psig. Then there is a 1-1/4 inch branch piping to the electrical generator. Each piece of equipment has a reduced pressure regulator.
3. The Libraries part of the building domestic hot water comes from a Bradford White water heater, model EF60T1253X2, serial number TC43078660, heated by propane at 125,000 BTUH input. The heater has a 60-gallon storage tank. The system has a recirculating pump at 1.5 gpm to maintain hot water throughout the building. The domestic water heater maintains the water temperature at 140 deg F supplied to the building. The teen area and the maker space area gets hot water from the other part of the building. All the plumbing fixtures that have hot water have water temperature mixing valves to reduce the hot water to around 100 deg F.
4. The building has a 4-inch sanitary main.
5. The building has two 3-inch storm drains, two 4-inch storm drain, three 6-inch storm drains, one 8-inch storm drain and one 10-inch storm drain leaving the building. The building has a 4-inch footer drain. The building has emergency overflow roof drains which discharge above ground.
6. Hot water boiler's make up water has a 1-1/4" reduced pressure backflow preventer.

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PART 2 / MECHANICAL SYSTEMS CONTINUED

C. FIRE PROTECTION SYSTEM SUMMARY

1. The building has a complete fire protection system with one wet zone systems. The main 6-inch fire protection main is in the main water service room. Then routed to the sprinkler room with a fire (30 HP, 500 gpm) and jockey (3 HP, 5 gpm) pump. The main has a double check detector backflow preventer. The main in the sprinkler room has a siamese fire department connection on the front of the building. The back of the building outside the sprinkler room there is a fire pump hose test header. The static pressure reads 130 psig at the fire pump.

D. RECOMMENDATIONS

1. The mechanical equipment is 2 years old. Therefore planning to replace this equipment should be started in 10 years from now.
2. The existing equipment has the capacity to handle any interior changes to the existing footprint of the building. If any additions are added, then the capacity will need to be verified. However, usually additional equipment will need to be added.

PART 3 / ELECTRICAL SYSTEMS

A. ELECTRIC SERVICE AND DISTRIBUTION

1. The existing electric service to the building is 1,000 amps at 480/277 volts – 3 phase – 4 wire. The utility transformer is 500 kVA and is pad mounted on the site. The utility meter is exterior building mounted. The primary and secondary service feeders are underground. The electric service feeds the entire building.
2. The main distribution switchboard MDP is original, manufactured by Siemens and appears to be in very good condition. MDP has a 1,200 amp bus with 1,000 amp electronic trip main circuit breaker. There are branch breakers with some spares and spaces. MDP feeds the entire building.
3. The branch circuit panelboards are original, manufactured by Siemens and appear to be in very good condition. There are spares and spaces available in the panelboards.

B. EMERGENCY / STANDBY POWER

1. The 150 kW natural gas generator on site is original and the associated transfer switches and standby/emergency panelboards are located in the main electric room. The generator and transfer switches are manufactured by Kohler and appear to be in very good condition. The panelboards are manufactured by Siemens and Square D and appear to be in very good condition. There are spares and spaces available in the panelboards.
2. The generator appears to be used for both standby and emergency (life safety) loads as well as the fire pump. There are three transfer switches.
3. Emergency lighting is provided by select lighting fixtures which have been placed on emergency panels powered via the generator.

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PART 3 / ELECTRICAL SYSTEMS

C. LIGHTING CONTROLS

1. Exterior lighting is routed through a lighting control panel for scheduled time of day and photocell control.
2. Interior public area lighting is controlled via occupancy sensors and low voltage switches.
3. Individual rooms and staff areas are controlled via occupancy or vacancy sensors and local line voltage switches.
4. Local daylight harvesting controls have been provided in select areas.

D. ELECTRICAL SUMMARY

1. The existing electric service and associated distribution equipment appear to be in very good condition and could be reused in their entirety for any minor building renovations. The capacity of the main service also appears to be sufficient.
2. Spares and spaces are available in panelboards for any new circuits that might be needed.
3. Spares and spaces are available in standby and emergency (life safety) panelboards for any new generator supplied circuits that might be needed.
4. The existing building lighting controls appear to code compliant and would not require any upgrades even if lighting fixtures were replaced.

PART 4 / TECHNOLOGY SYSTEMS

A. SERVICE ENTRANCE

1. There are three 4" NMR conduits for communications services entering the building, per the record drawings of the project.
2. Analog copper and CATV cabling enter the building from the respective service provider equipment through site conduits.
3. There is currently dark fiber, provided by St. Mary's County from the county's operation center. This should be sufficient to support all of the library's communications needs going forward. Analog telephone gateways and/or dedicated NIC cards are assumed to be required for specific devices which still must maintain an analog connection.

B. BACKBONE CABLING

1. Underground conduits from the main equipment room to two additional equipment rooms carry fiber optic, analog copper, and CATV coaxial cables.

C. EQUIPMENT ROOM

1. There are three equipment rooms at the Leonardtown branch library. The main equipment room is also the entrance facility for both the library branch and the senior center.
2. A secondary closet containing one small, wall-mounted equipment rack supports the northern portion of the library space. It appears that a dedicated server room supports the entirety of the senior center portion of the building.
3. The spaces appear to be adequate for the amount of equipment they support
4. Each library equipment room is equipped with a 1-1/2 ton ductless split A/C unit for cooling, which is adequate for the heat loads present in the spaces.

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PART 4 / TECHNOLOGY SYSTEMS CONTINUED

D. HORIZONTAL CABLING

1. All horizontal cabling is CAT6 and was installed when the building was constructed. This cabling has a useful life of 20 years.
2. The library currently uses a Cisco cloud-managed wireless network available through St. Mary's County.

E. TELEPHONE SYSTEM

1. The facility has a VoIP networked system, with Avaya handsets. The phone handsets use standard data outlets and Power over Ethernet network switches, so there are no additional space requirements for the equipment.

F. AUDIO-VISUAL SYSTEMS

1. There is a divisible meeting room, with each section seating approximately 50 people. Per the record drawings, there is a projector and screen in each side of the divisible room.
2. Per the record drawings, there is a local sound system with ceiling speakers and an ADA hearing assistance system in each side of the divisible room. It is not known if the system is capable of being combined when the divider is opened.
3. Per the staff, the system does work but does not have a user-friendly interface for system operation or control. An integrated AV presentation system should be considered for these spaces. Components should include:
 - A high-resolution video projector with laser light source.
 - A recessed, motorized projection screen sized to the space.
 - An audio reinforcement system with wired and wireless microphones and program audio inputs from the video presentation switcher.
 - Conferencing microphone(s) with acoustic echo cancellation for remote conferencing.
 - Video camera(s) for video conference applications.
 - A modern codec capable of using native MS Teams and Zoom conferencing platforms.
 - A control system which will allow inexperienced users to easily operate the system properly.

G. ACCESS CONTROL & INTRUSION

1. There is an existing access control system in place at the Leonardtown branch, which appears to be provided by St. Mary's County. The system is a DSX system which is compatible with the system the county currently maintains.
2. An intrusion alarm system is shown on the record drawings for the Leonardtown branch. The system is partitioned into three zones, the library, main lobby, and the senior center. Each can be controlled separately.

H. VIDEO SURVEILLANCE

1. There are video surveillance cameras currently in use at the Leonardtown branch. The system is new, and consists of indoor fixed cameras and exterior pan/tilt/zoom cameras.
2. St. Mary's County supports the system at the branch.
3. While not actually part of the surveillance system, people-counter cameras should be used at public entrances to follow usage patterns.

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PHOTOGRAPHS



Boilers



Domestic Water Heater



Water Service and Fire Service



Main Fire Service main with Fire Pump



RTU-1, RTU-3, and RTU-2



Small unit in screen wall is RTU-4



Typical Exhaust Fan on Roof

FACILITIES CONDITION ASSESSMENT

LEONARDTOWN

PHOTOGRAPHS



Cabinet Heater in Vestibule



Runtal Radiators



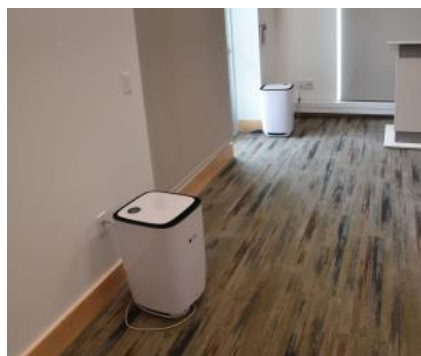
Johnson Control Panels



Underground Propane Tanks



Underground Propane Tank Lid



Air Purifiers



Room Thermostat

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 1 / INTRODUCTION

A. PURPOSE

1. Thorson • Baker + Associates, Inc. visited the site. The purpose of this visit was to perform a visual observation of the current condition of the building, and to provide comments on the structural, mechanical and electrical systems. All comments and recommendations within this report are the professional opinion of Thorson • Baker + Associates, Inc.
2. The existing building and systems are being reviewed for a possible major renovation and small building addition.

B. BASIC BUILDING DESCRIPTION

The existing structure is a one-story, 25,500 S.F. building built in 2001.

C. LIMITATIONS

1. Site observations were limited to visual observation only. Visual observation was limited to areas that were not covered by finishes or other obstructions. Access was not possible to all rooms and areas within the building.
2. No testing was performed on materials, equipment or systems. Equipment was not opened or taken apart for internal inspection. This Observation Report is no way a guarantee to the proper operation of equipment or systems.
3. As-built construction documents were available after our site visit. Shop drawings were not made available for reference prior to completion of this report.
4. This observation was not intended to be an inspection for health or environmental problems such as radon gas, asbestos, PCB's, lead, ants, termites, etc...

PART 2 / MECHANICAL SYSTEMS

A. HVAC SYSTEM SUMMARY

1. The library is conditioned by three Trane air-handling units, which are 20 years old. Their expected useful life span is 25 years. AHU – 1 is a VAV (variable air volume) model MCCA025 with a cooling capacity of 40 tons, heating capacity of 540 MBH with hot water heating coil. The unit's serial number is K02C49533. This unit serves the common areas, children's area and meeting rooms. AHU – 2 is a CV (constant air) model MCCA021 with a cooling capacity of 25 tons, heating capacity of 398 MBH with hot water heating coil. The unit's serial number is K02C49591. This unit serves the Reading Stack area with a ducted mounted reheat coil. AHU – 3 is a VAV model MCCA025 with a cooling capacity of 35 tons, heating capacity of 453 MBH with hot water heating coil. The unit's serial number is K02C49559. This unit serves the Administration area, reference desk area, circulation desk area and computer area. These systems have chilled water-cooling coil, Hot water-heating coil and a relief air fan. Each air-handling unit has a hot water circulating pump to keep the coil from freezing.
2. The Chiller has refrigerant R-22, which has been discontinued. Recyclable R-22, which has been cleaned, is available; but the cost of this refrigerant is getting pricey. It may come to the time that this cost may be too high or the refrigerant may not be available. The units are 20 years old and the expected life span for this equipment is 25 years. Therefore, a plan should be developed to replace this unit in the next 5 years. The unit's capacity is good for the existing floor areas. It does not have additional capacity for any additions.
3. The building has two Burnham condensing boilers, which are 20 years old. Their expected useful life span is 25 years. The boilers are model 4FW 154 50 GO GP. The boilers have a heating maximum input capacity of 1,289,000 BTUH. There are two B&G inline hot water pumps circulating heating water throughout the building. The model 80 BF, serial number CL5307-01 L10 and CL5307-02 L10 with a 3 HP motor to supply 190 gpm vs. 35' head. The boilers supply 180 deg F hot water the air-handling units, unit heaters and a reheat coil.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 2 / MECHANICAL SYSTEMS CONTINUED

A. HVAC SYSTEM SUMMARY

4. The first floor is conditioned by series fan power VAV boxes with hot water reheat coils. Primary supply air comes from two air-handling units (AHU-1 thru AHU-3).
5. The entry vestibule and lobby are cold in the winter. These areas do not have hot water cabinet heaters.
6. The mechanical has a hot water unit heater.
7. The two book drop rooms have ceiling mounted 1 KW electric heating units.
8. Data room does not have a serrate ductless split unit to maintain cooling all year. They have installed a portable cooling unit.
9. Mechanical Room has an inline exhaust fans and controlled by a room thermostat.
10. Storage Rooms and Restrooms have inline exhaust fans and controlled to operate when the AHU's are operating.
11. Lounge and Janitors Room have ceiling exhaust fans and controlled to operate when the AHU's are operating.
12. The HVAC system is being controlled and monitored though a Pritchett DDC control system through the Barber Colman Control System.
13. The owner has installed many air purifiers throughout the library to clean the air.

B. PLUMBING SYSTEM SUMMARY

1. The building has a 2-1/2 - inch water service to the building with a reduced pressure backflow preventer.
2. The building has a 6-inch fire service with a detector double check backflow preventer. The fire department connection is on the building.
3. The library has a 3-inch low-pressure natural gas service for the boilers.
4. The Libraries domestic hot water comes from an electric, 15 KW, A.O. Smith water heater, model DRE-52-15. The heater has a 52-gallon storage tank. The system has a recirculating pump at 101gpm at 35 Ft HD with Aqua-stat to maintain hot water throughout the building. The domestic water heater maintains the water temperature at 140 deg F supplied to the building. All the plumbing fixtures that have hot water have water temperature mixing valves to reduce the hot water to around 105 deg F.
5. The building has a 4-inch sanitary main.
6. The building has one 2-inch, three 3-inch and twelve 4-inch storm drains leaving the building. The building has emergency overflow roof drains, which discharge, above ground.
7. The Chilled water and Hot water boiler's make up water each have a 1-1/4" reduced pressure backflow preventer.

C. FIRE PROTECTION SYSTEM SUMMARY

1. The building has a complete fire protection system with one wet zone systems. The main 6-inch fire protection main is in the mechanical room. The main has a double check detector backflow preventer. The main in has a siamese fire department connection on the front northwest end of the building.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 2 / MECHANICAL SYSTEMS CONTINUED

D. RECOMMENDATIONS

1. The Chiller has refrigerant R-22, which has been discontinued. Recyclable R-22, which has been cleaned, is available; but the cost of this refrigerant is getting pricey. It may come to the time that this cost may be too high or the refrigerant may not be available. The units are 20 years old and the expected life span for this equipment is 25 years. Therefore, a plan should be developed to replace this unit in the next 5 years. The unit's capacity is good for the existing floor areas. It does not have additional capacity for any additions.
2. The major pieces of mechanical equipment is 20 years old and it has a life span of 25 years. Therefore, a plan should be developed to replace these units in the next 5 years. The unit's capacity is good for the existing floor areas. They do not have additional capacity for any additions.
3. The DDC needs to be replaced with a new BAS system for better and more efficient control and operation of the new mechanical equipment.
4. The domestic and fire protection systems have the capacities for the existing floor area and systems and for any additional additions.
5. If a new addition is considered, then the additional gas capacity will need to be verified if the existing gas main is adequate for this scope of work.

PART 3 / ELECTRICAL SYSTEMS

A. ELECTRIC SERVICE AND DISTRIBUTION

1. The existing electric service to the building is 1,200 amps at 480/277 volts – 3 phase – 4 wire. The utility transformer is pad mounted on the site. The primary and secondary service feeders are underground. The CT cabinet and meters are exterior building mounted. The electric service feeds the entire building.
2. The main distribution panel MDP is original, manufactured by Siemens and appears to be in good condition. MDP has a 1,200 amp main circuit breaker. There are branch circuit breakers with some spaces in MDP, but no spares. Panel MDP feeds the entire building.
3. Panels H, H2, L1, L2 & L3 are original, manufactured by Siemens and appear to be in good condition. There are spaces available in most of the panels.

B. EMERGENCY POWER

1. Emergency lighting is supplied by battery powered units.
2. There is no existing generator.

C. LIGHTING CONTROLS

1. Public area lighting is routed through a lighting contactor and controlled via the timeclock as well as override switches located in the public library area.
2. Individual rooms and staff areas are controlled via local line voltage switches.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 3 / ELECTRICAL SYSTEMS CONTINUED

D. ELECTRICAL SUMMARY

1. The existing electric service and associated distribution equipment appear to be in good condition and could likely be reused in their entirety if a building expansion was considered. The capacity of the main service appears to be sufficient to accommodate an expansion.
2. Depending on the size and location of the expansion, there are a limited number of spaces available in most panelboards that could be used. If a new panelboard were required, there are spaces available in the main panel MDP.
3. New emergency lighting would be supplied via battery powered units, similar to existing.
4. Any lighting controls for an expansion would need to comply with current energy codes. A new lighting contactor and new 2-hour override switch(es) could potentially be used with the existing timeclock for an expansion of any new public library spaces. Local stand-alone occupancy sensors and associated switches could also be considered in lieu of the contactors and timeclock. Any new staff areas or individual rooms would likely be controlled via local stand-alone occupancy sensors and associated switches. Any areas with sufficient natural daylight would also require local daylight harvesting controls.
5. If existing lighting fixtures are replaced, the existing lighting controls would be required to be brought up to current energy code. In existing public library spaces, the existing building lighting controls do not appear to be code compliant. The lighting fixtures would need to be recircuited for bi-level or dimming control. The existing lighting contactors and timeclock could remain for the exterior lighting and a new lighting relay panel would be provided for interior lighting control. Any areas with sufficient natural daylight would also require the addition of local daylight harvesting controls.
6. In existing staff areas and individual rooms, the existing lighting controls do not appear to be code compliant. If existing lighting fixtures are replaced in these rooms, the existing lighting controls would be required to be brought up to current energy code and replaced with local stand-alone occupancy sensors and associated switches. Any areas with sufficient natural daylight would also require the addition of local daylight harvesting controls.

PART 4 / TECHNOLOGY SYSTEMS

A. SERVICE ENTRANCE

1. There are four 4" NMR conduits for communications services entering the building. Two currently have cabling in them, with two additional conduits as spares, one of which contains a pull string.
2. There currently are multiple communication services entering the facility. There is a 100-Pair telephone Building Entrance Terminal supporting analog and digital PRI circuits onto the building. The majority of this could be abandoned at considerable savings to the facility as little to no analog lines are required to provide service.
3. There is currently dark fiber, provided by St. Mary's County from the county's operation center. This should be sufficient to support all of the library's communications needs going forward. Analog telephone gateways and/or dedicated NIC cards are assumed to be required for specific devices which still must maintain an analog connection.
4. There currently is a CATV feed entering the building. It is connected to a series of tap-offs and splitters, and also feeds a cable modem and CATV receivers, although only the cable modem appears to be currently in use.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 4 / TECHNOLOGY SYSTEMS

B. BACKBONE CABLING

1. A minimum of backbone cabling should be required to support the facility. Single-mode fiber from the entrance terminals to the main tech room should be sufficient to support the entire building. Currently the OSP fiber from the county passes through the entrance facility and is extended to the main technology room. During any kind of renovation this will need to terminate to a panel in the entrance facility and extend over armored plenum fiber to the main tech space.

C. EQUIPMENT ROOM

1. A single equipment room supports the entire Lexington Park branch library. The room is roughly in a central location, meaning all cabling should reach the equipment room from any location within the branch space.
2. The space should be modified for use as a technology equipment room only. The space should not be used for storage of equipment and materials as the current configuration is very cramped and not easily accessible.
3. Currently there is a portable air conditioning unit in the equipment room for cooling. Add a ductless split air conditioning system to maintain the proper temperature for the electronic equipment.
4. The space should be large enough to support a single 45 RU open-frame rack. Additional plywood backboards should be placed along the walls to support miscellaneous equipment and cable management should be added to neatly organize all backbone and horizontal cabling. Remove the current GWB ceiling and leave open to structure above. Provide lighting fixtures placed to properly illuminate equipment locations.

D. HORIZONTAL CABLING

1. There are multiple generations of horizontal network cabling that were observed. What cabling is currently in place has been installed in several phases and is very inconsistent in both manufacturer and grade.
2. The building was constructed in 2002. Currently there are an insufficient number of data outlets in the building. In addition, many outlets that are present have plastic and metal surface raceway extending from the outlet to another location where cabling is required. The installation quality of the raceway is very poor and needs to be removed.
3. There are a large number of floor boxes containing data outlets throughout the main floor. Due to the large number of small, unmanaged network switches in use, it would appear that there is an insufficient amount of cabling within the floor boxes to support the amount of connectivity currently required. It is not known if cabling within the floor raceway is rated for use in slab-on-grade construction, actual sizes of the raceway, or if it would be possible to remove and replace the existing cabling.
4. As part of any upgrades to the cabling system at the facility, a complete wireless site survey should be performed to determine the capacity of the current wireless network. The results of that evaluation should guide the staff to upgrade both wireless coverage and throughput to current standards. Best practices are for one CAT6A cable for each wireless access point, but as capacity needs increase a minimum of two CAT6A cables should be considered for each wireless access point location. Currently there are a small number of Aruba wireless APs. There is a possibility that the library may be able to use a Cisco cloud-managed network available through St. Mary's County. This option should be investigated and used if available.

E. TELEPHONE SYSTEM

1. The facility has a VoIP networked system, with Avaya handsets. The phone handsets use standard data outlets and Power over Ethernet network switches, so there will be no additional space requirements for the equipment.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 4 / TECHNOLOGY SYSTEMS CONTINUED

F. PAGING SYSTEM

1. The original building drawings suggest that a public address/paging system is present at the facility, but there does not appear to be any existing paging system in place at the facility. A paging system is not essential for the operation of the facility, but can be provided as part of a renovation and/or addition to the space.

G. SYNCHRONIZED CLOCK SYSTEM

1. There is currently no synchronized clock system in the facility. Numerous standalone battery-powered clocks are in use at the site. A clock system is not essential for the operation of the facility, but can be provided as part of a renovation and/or addition to the space. Modern clock systems are wireless and could easily be added at the site at any time before or after any renovation.
2. The cost for a wireless master clock will be between \$3000-\$5000. Individual wireless clocks are \$150-\$200.

H. AUDIO-VISUAL SYSTEMS

1. There is a divisible meeting room, with each section seating approximately 90 people. In addition, there is a 12-person conference room with a single large conference table. These spaces were unavailable for observation at the time of TBA's visit.
2. A Tandberg Videoconferencing Codec is available for use, but is obsolete and could be replaced with current technology or far less money than was originally purchased for. An AV presentation system should be considered for these spaces. Components should include:
 - A high-resolution video projector with laser light source.
 - A recessed, motorized projection screen sized to the space.
 - An audio reinforcement system with wired and wireless microphones and program audio inputs from the video presentation switcher.
 - Conferencing microphone(s) with acoustic echo cancellation for remote conferencing.
 - Video camera(s) for video conference applications.
 - A modern codec capable of using native MS Teams and Zoom conferencing platforms.
 - A control system which will allow inexperienced users to easily operate the system properly.
3. Other digital signage displays are in use at the branch. A user-friendly signage platform should be implemented at all branches to simplify pushing content to all displays, allowing branch-specific content to be shown along with district content and other pertinent information like local weather, RSS news feeds, etc.
4. If study rooms are planned for the facility, interactive flat panel displays are recommended for group study or collaboration.
5. Other possible program areas that could benefit from currently available technology would be maker spaces and audio & video recording & podcast booths.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PART 4 / TECHNOLOGY SYSTEMS CONTINUED

I. ACCESS CONTROL & INTRUSION

1. There is an existing access control system in place at the Lexington Park branch, which appears to be provided by St. Mary's County. The system a DSX system the which is compatible with the system the county currently maintains.
2. The staff should evaluate their current traffic flow and place access control equipment at key doors to easily control locking and unlocking of the space and monitor access.
3. No intrusion alarm system was observed in use at the Lexington Park Branch. Intrusion alarms should be used to monitor the building for break-ins during unoccupied times of day. Intrusion alarm systems can also be used to monitor doors propped open and to alert other staff and law enforcement of emergency situations at the branch.

J. VIDEO SURVEILLANCE

1. There are video surveillance cameras currently in use at Lexington Park Branch. Due to concerns with cybersecurity, the equipment manufacturer currently used at the branch cannot be purchased using government funding. Due to the unsecure nature of the equipment, it is strongly recommended that the existing cameras be removed from service.
2. St. Mary's County will support a system at the branch. The system must be compatible with the video management software system that the county currently maintains. Client computers both at the branch and at other branches can be used to monitor and play back recorded video of events detected by the surveillance system.
3. The current or renovated facility should be evaluated to determine optimum placement of surveillance cameras. Recommended locations include building entrances, public-facing service areas, any location where cash transactions occur, publicly accessed computers, and meeting rooms.
4. While not actually part of the surveillance system, people-counter cameras should be used at public entrances to follow usage patterns.

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PHOTOGRAPHS



Boilers



Hot water pumps



Chiller



Chilled water pumps

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PHOTOGRAPHS



Water Service and Fire Service



Fire Department Connection



AHU-3



AHU-1



AHU-2



Portable Cooling Unit

FACILITIES CONDITION ASSESSMENT

LEXINGTON PARK

PHOTOGRAPHS



Air Purifiers



Room Thermostat




Barber Coleman Control Panels



Pritchett Controller



Natural Gas Service



LIBRARY OBSERVATIONS

LIBRARY OBSERVATIONS

CHARLOTTE HALL



LIBRARY OBSERVATIONS

CHARLOTTE HALL

About the Community

Service Area Population: 23,980
Median Age: 41
Median Income: \$88,175.83
Households with Children: 41.53%
Households Below Poverty Level: 8.34%

About the Building

Gross Square Feet: 10,000
Square Feet per Capita: 0.14
Year Constructed: 1985

Observations & Notes

- ADA issues are a big concern
- Have Veterans home and VA center nearby but the library is not a hub for military families or veterans, even though it is in close proximity to the base
- Would like to better engage farmers in the area and more rural residents
- The lobby is shared but is considered library space
- Staff restrooms and break room are shared with SMRLA and located in their space
- Would like to incorporate drive-up services if possible
- Hard to keep track of items / find items in staff areas so tend to be redundant / limited storage / limited space in general
- Need more programming space
- Would like outdoor space, preferably in a covered pavilion with storage for outdoor program items / chairs / etc.
- Like easily moveable furniture and shelving
- There is no line of sight to the branch when entering the building
- Books are not visible at branch entry
- Staff desk is large and dominates the entry. The desk also lacks a lower height area for ADA
- Need for study rooms for patron use, staff meetings, and to offer access to telehealth, distance learning, etc. Customers now have to reserve the meeting room
- Is it necessary to maintain a shared entry?
- The library entrance is not directly visible when in the lobby
- The existing workrooms could be combined for better staff workflow and office areas could be increased
- The meeting room could be relocated
- Collections could be moved towards the back of the space
- It is important to find space for small study rooms
- Like having the children's area far from the entry
- There is a need for a unisex / family restroom
- There are power lines and a sewer behind the building
- Property lines should be examined for possible expansion to the side
- Would love to expand to 15,000 SF or better would be 20,000 SF
- Would like to increase sense of openness in the branch
- There are currently roof leaks and possibly some danger in how the snow comes off the roof
- There have been some thoughts about relocating this branch to the south because of its proximity to the county line and it does get users from Charles County

LIBRARY OBSERVATIONS

CHARLOTTE HALL

What We Heard / Staff Questionnaire

GENERAL SPACE USE	
Most Frequent Users	<p>Morning - Retirees</p> <p>Midday - Families with young children (not yet in school), retirees, Amish community</p> <p>Afternoon - Middle-aged patrons coming in to print / make copies, job-seekers, computer users</p> <p>Evening - Families, retirees</p> <p>Weekend - Families with children, Amish community</p> <p>Seasonal Changes - More families with children when school is not in session and greater foot traffic when the market is open in the parking lot</p>
Under-served User Group(s)	<p>Unaccompanied teens / young adults / tweens</p> <p>Area around library can be unfriendly to pedestrians (with the exception of Three Notch Trail), and requires driving</p> <p>Economically and socially diverse users</p> <p>Folks with physical and developmental disabilities</p> <p>Military families and veterans</p> <p>Adult women / programming for women that is not child-focused</p> <p>Farmers, local laborers</p>
Busiest Space	<p>Public computers</p> <p>Printer / copier / fax machine</p> <p>DVD's</p>
Least Used Space	<p>Teen area / corner</p> <p>The teen area currently lacks seating and decor is not very inviting</p>
Materials, Services, Programs that are not currently available but would like to provide	<p>Language learning classes</p> <p>Covered outdoor areas for patrons</p> <p>Mini book sale with weeded items</p> <p>Return to regular programming</p> <p>Children's area is limited in active learning due to space constraints. This is important to support early literacy development in young children</p> <p>More lifelong learning</p> <p>Adulting programs</p> <p>After school homework support and healthy social activities</p> <p>Programs designed for folks with intellectual and / or developmental disabilities</p>

LIBRARY OBSERVATIONS

CHARLOTTE HALL

What We Heard / Staff Questionnaire

GENERAL SPACE USE CONTINUED	
Most Helpful Spaces for Serving Users	<ul style="list-style-type: none"> Quiet study rooms that can be reserved in advance More reading nooks with comfortable seating Side by side reading area in children's section Interview / telehealth spaces Maker spaces Lobby with less echo
Top Priorities for Improvement	<ul style="list-style-type: none"> Making the library feel more comfortable and welcoming Book displays near the entry Updating internal signage Becoming more accessible, the shelves are close together Taller shelving limits the ability for staff to monitor the entire building Accessibility for both staff and customers Increased lines of sight Gender neutral bathrooms / accessible bathrooms (being a beacon and example of our values) Private manager's space Study rooms Storage Staff work spaces
Anything about the building that should be preserved	<ul style="list-style-type: none"> Ability for patrons to browse collections on their own

LIBRARY OBSERVATIONS

CHARLOTTE HALL

What We Heard / Staff Questionnaire

MATERIALS / COLLECTIONS	
Considerations for Different Categories of the Collection	<p>Diversity in collections / having a wide variety of offerings for all patrons, on all subjects, both in fiction and nonfiction</p> <p>In children's collections it is important to provide information on topics that are of interest and relevant to each age group. Especially among adolescents, emotional / physical maturity varies and we must be prepared to serve everyone</p> <p>Variety of material types</p> <p>Adult interest / language learner levels</p> <p>High interest / basic language materials</p>
Any Special Shelving Types	<p>Stand-alone shelving units for displays</p> <p>The board book collection is currently shelved on low shelves with cubbies, meets current needs well because the size of books would be a challenge for traditional shelves</p> <p>Would like to have lower shelving, mobile shelving, ability to modify the space for programs and displays</p>
Display / Merchandising Collections	<p>Eye-catching signage that explains the theme</p> <p>Face-out display is currently working well however it could be improved by adding modern / professional signage to indicate the subject of the display</p>
Impact of Digital Collections	<p>A small but vocal contingent of customers complain about a lack of physical audiobooks on CD because parts of the area have poor internet access preventing patrons from taking advantage of streaming / downloading virtual audiobooks. However, many customers have transitioned to digital downloads.</p>

LIBRARY OBSERVATIONS

CHARLOTTE HALL

What We Heard / Staff Questionnaire

SERVICES	
Considerations for Service Desks	<p>Staff at the circulation desk greet incoming patrons and are on the lookout for patrons who may need assistance</p> <p>Ability to truly engage with a customer seeking service</p> <p>Ability to make eye contact with a customer without visual barrier and ideally with limited physical barriers as well</p> <p>Ability to connect with teens who are reluctant to seek help from those they view as being in a position of authority. Staff desk needs to be seen as approachable and not intimidating</p> <p>Similarly for young children who are prone to shyness, a fun and non-threatening atmosphere at the desk is crucial</p> <p>Have a desk that can accommodate shorter stature customers and those using mobility equipment</p>
Priorities for Visual Oversight	<p>Ability to see customers who may be struggling or looking for something but are reticent to approach the desk (at computers and in stacks)</p> <p>Visual lines for communication between deaf / hearing impaired customers and staff</p> <p>Isolated / hidden corners</p> <p>Greeting customers and reminding customers to check out materials when they are leaving the branch</p>

ADDITIONAL COMMENTS / SUGGESTIONS
<p>All areas need improved accessibility (staff and customer)</p> <p>Staff areas that promote collaboration and team work</p> <p>Staff areas that are proximate to the library space associated with their responsibilities</p> <p>Teams are currently isolated from each other</p> <p>Increased programming space</p> <p>Increased storage areas</p>

LIBRARY OBSERVATIONS

CHARLOTTE HALL

Furniture, shelving, lighting and some finishes look dated and mismatched.
There is dim lighting throughout the space

There is a need for study rooms at this branch

The service desk is large for the size of the space while lacking visibility to the corners of the space

Staff offices are undersized for the amount of people sharing the space

Although it is nice to have the children's area far from the entry, it is also far from the meeting room for programs

Consider adding seating for a child and caregiver to sit together

There is a lack of interactive play elements that would support early literacy and motor skill development

The location of children's computers does not encourage play or shared learning

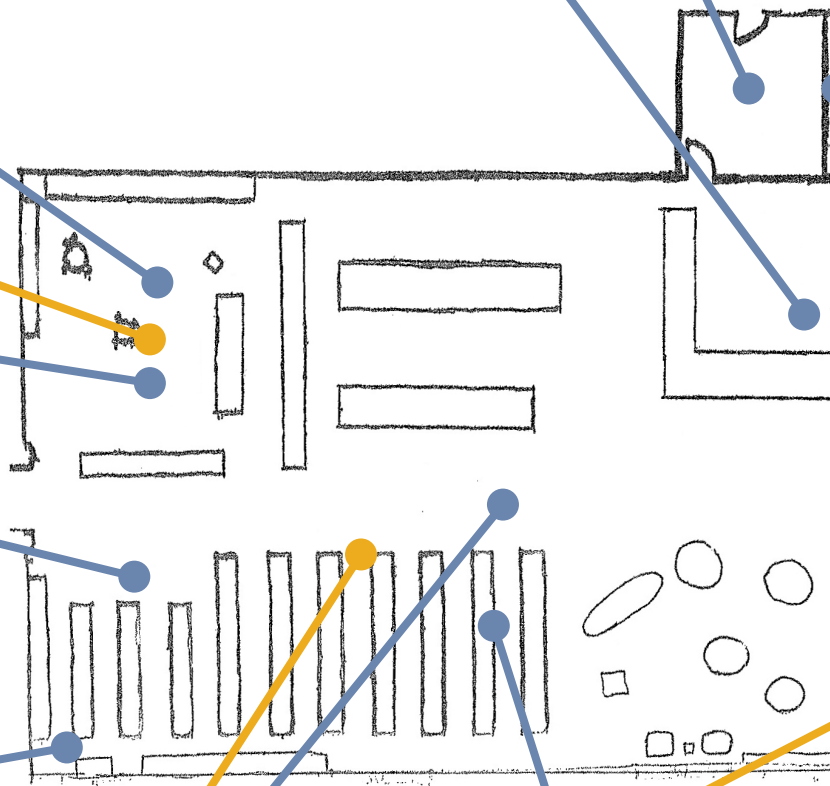
Tables and seating are hidden behind the stacks

There is limited space for book display

This already long space is further elongated by the current layout, creates choke point and limits visibility

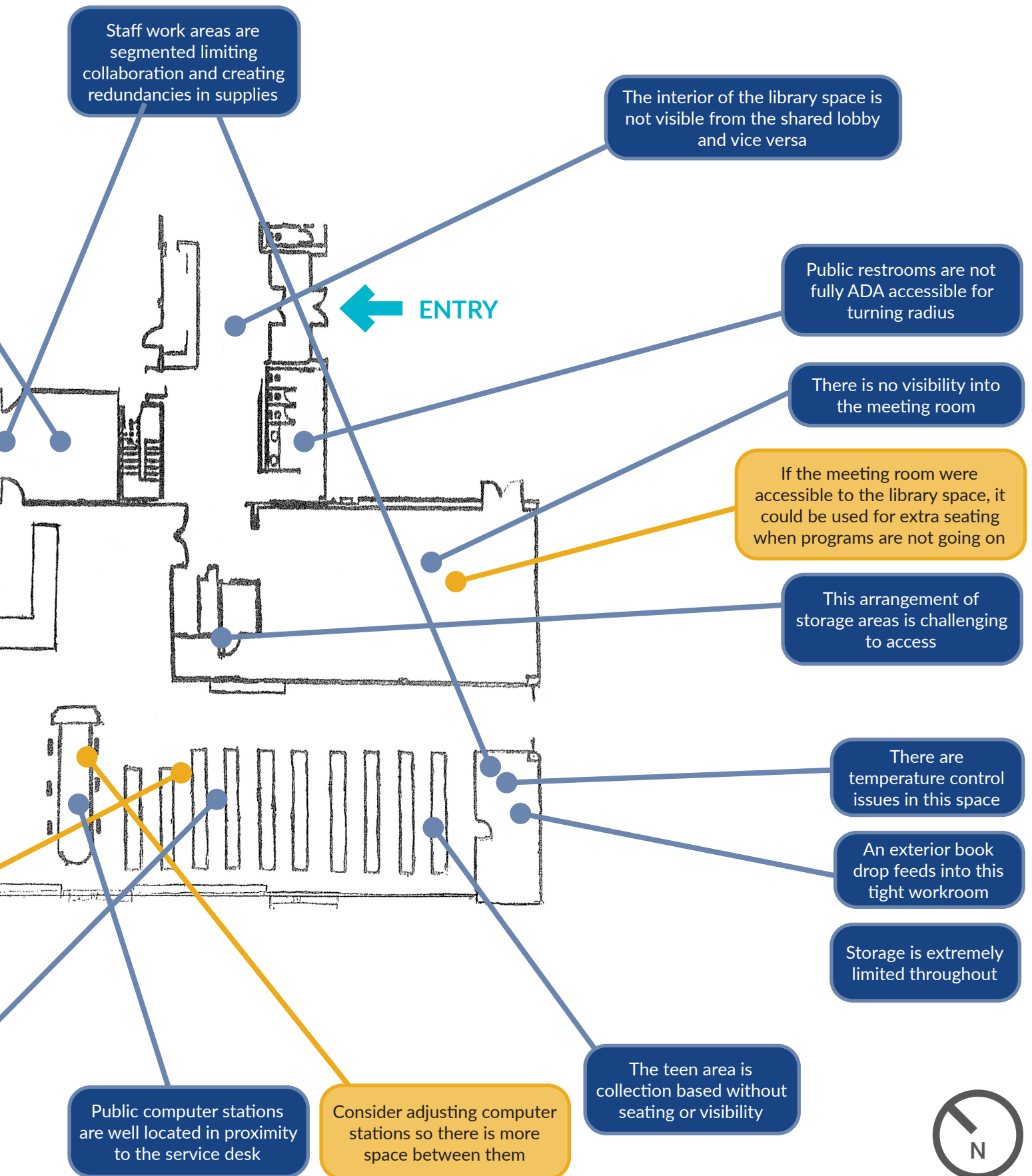
Consider updating shelving with end panels designed for face-out book display

Many of the stacks are high and too close together restricting both movement and visibility



LIBRARY OBSERVATIONS

CHARLOTTE HALL



LIBRARY OBSERVATIONS

LEONARDTOWN



LIBRARY OBSERVATIONS

LEONARDTOWN

About the Community

Service Area Population: 39,704

Median Age: 40

Median Income: \$90,261.21

Households with Children: 37.77%

Households Below Poverty Level: 5.66%

About the Building

Gross Square Feet: 30,209

Square Feet per Capita: 0.76

Year Constructed: 2020

Observations & Notes

Operationally, the building is very user friendly

The layout encourages patrons to be self sufficient

There are a number of blind spots throughout the building necessitating a roaming staff model

Spaces that are challenging to monitor include the large meeting rooms, vending area / machine issues, computer lab (which is why it is not opened to general public use), study rooms, Maryland Room, and teen area (the teen area is restricted to teen use only)

The library staff take turns rotating between roaming, the service desk, and the back room throughout the course of a day to provide optimal service and oversight to patrons

The computer lab is accessible to the shared lobby for future programming with the senior center

The Maryland Room is used for quiet study

The large meeting rooms are used only by the library, not shared with the senior center

There have been some challenges with the A/V systems in the large meeting rooms

There is strong glare on the west side of the building

The drive-up service window driveway has a challenging turning radius, causing patrons to repeatedly hit the curb. Additionally, the service window does not stay open for easier handling of materials, and there is no sliding drawer option on the services window. There is a heating element below the service window.

Outdoor events occur on the lawn area just north of the senior center and on the patio outside of the children's program room

There have been multiple leaks in the building. Both in the children's area and the staff area. The leak in the children's area has since been repaired but the cause of the leak in the staff area has not yet been identified.

There are some drainage issues on site with water spouting

There are issues with the locking mechanism on the staff area doors

There are issues with the front sliding doors recognizing staff key fobs, stopping staff from being able to enter / open the building

Had issues with gas on the senior center side

We understand that there are political reasons for limited the amount of book displays throughout the building. However, we still feel the need to mention the value of merchandising materials in public libraries

Wish list items that were not able to be included at the time of construction but would complete the vision for this library:

- Unisex restrooms
- Shading for the back patio
- Welcoming spaces outside for customers to both sit and walk around the site
- Incorporation of more sustainable design features like solar panels, geothermal, etc.
- A more robust maker space (art supplies, sewing / quilting machines, wood working tools, etc.)
- Specialized staff positions for more robust maker space programming
- Custom early literacy skill developing interactive play pieces similar to those created by Burgeon
- Mobile shelving for flexibility in the layout and supporting pop-up programming
- Incorporation of a raised access floor for energy efficiency and flexible access to technology

LIBRARY OBSERVATIONS

LEONARDTOWN

What We Heard / Staff Questionnaire

GENERAL SPACE USE	
Most Frequent Users	<p>Morning - Parents with small children, adults, seniors, computer users</p> <p>Midday - Group home visits, adults, seniors, computer users, students / workers who use the library and wifi</p> <p>Afternoon - Seniors, adults, teens, computer users, students / workers who use the library and wifi</p> <p>Evening - Adults, teens, school-age kids with parents</p> <p>Weekend - Families</p> <p>Seasonal Changes - Summer is the busiest time, see more families in the morning and at the end of the day</p>
Under-served User Group(s)	<p>Lower income residents</p> <p>18-25 year olds without children</p> <p>New adults without kids (ages 19-30)</p> <p>Teens</p>
Busiest Space	<p>Adult computers</p> <p>Study rooms</p> <p>Children's area</p> <p>Meeting rooms</p>
Least Used Space	<p>Maryland room</p> <p>Teen area computers</p> <p>Teen area in general</p> <p>Maker space</p> <p>Computer lab</p>
Materials, Services, Programs that are not currently available but would like to provide	<p>Would like to bring back the computer classes that were paused during the pandemic</p> <p>Would like staff who select materials to have access to software like Collection HQ, which allows for selection with greater accuracy (based on numbers), anticipate customer needs, maximize the materials budget, and smooth transitions between staff in this position</p> <p>As we move out of the limitations of the pandemic, we know that we will not have enough staff to fully use the maker space the way it was intended, or to offer a variety of classes in the computer lab</p> <p>Notary</p> <p>Newspapers and magazines (not digital)</p>

LIBRARY OBSERVATIONS

LEONARDTOWN

What We Heard / Staff Questionnaire

GENERAL SPACE USE CONTINUED	
Most Helpful Spaces for Serving Users	<p>Adults - quiet spaces</p> <p>Teens - gathering spaces without sound limitations</p> <p>Children - interactive spaces</p> <p>Flexible spaces with easily moveable walls / dividers, shelving, equipment</p> <p>The current selection of spaces is sufficient</p> <p>It would be nice to have a space for folks with special needs that are especially sensory seeking or sensory avoiding</p>
Top Priorities for Improvement	<p>Organizational and operational</p> <p>Getting the installed meeting room A/V equipment working, or have it replaced with operational equipment</p> <p>The wall that subdivides the two public meeting rooms</p>
Anything about the building that should be preserved	<p>Maryland room</p> <p>The genealogy collection, managed and maintained by the historical society</p> <p>The Maryland room collection is important for the county, especially given that St. Mary's is the home of Maryland's first settlement</p>

What We Heard / Staff Questionnaire

MATERIALS / COLLECTIONS	
Considerations for Different Categories of the Collection	<p>Visibility of collections</p> <p>Customer demand / need, timeliness, accuracy of information, age appropriate format / presentation of the material</p> <p>There is a concern about still being able to meet the needs of the readers with relevant and popular items. The new shelving set up requires more staff time for weeding to make way for new items, and to keep shelves browsable</p>
Any Special Shelving Types	<p>Slanted shelving</p> <p>Magazine shelving for displays</p> <p>Need shelves designed for Vox books</p> <p>Shelving for board books is not ideal</p> <p>Adult DVD's are very popular and we have limited space for that collection</p>
Display / Merchandising Collections	<p>Would be nice to have end panel shelves for face-out book display</p> <p>Greater options for display</p> <p>Choosing brightly colored, eye-catching, preferably new or recent titles to display</p> <p>Customers like "Staff Picks" sections</p> <p>Have display for the teen area that changes regularly and a display for new and express DVD's. They are popular displays, but might do better with different shelving</p> <p>Shelving and merchandising for New Books and Staff Picks are well done and very popular</p> <p>Allowing staff more freedom / creativity in making themed displays would be nice. Current displays are not particularly eye-catching</p>
Impact of Digital Collections	<p>The demand for digital materials (mainly adult and teen) continues to outpace supply and that demand for physical materials has declined (adult and teen mainly)</p> <p>Have been gradually discontinuing the following physical collections that are available in digital format: periodicals, CD audio / Playaways (adult and teen), CD music (adult)</p> <p>There are many hold outs on making the leap to digital. The physical collection remain popular, especially in children's and teens</p> <p>The trend of digital circulation increasing and physical circulation decreasing could have been influenced by the pandemic</p>

LIBRARY OBSERVATIONS

LEONARDTOWN

What We Heard / Staff Questionnaire

SERVICES	
Considerations for Service Desks	<p>Making the space more ergonomically comfortable for staff as a rest from being on their feet and very active throughout the day</p> <p>Accessibility, location, footprint</p> <p>Prefer a one desk per floor set up</p> <p>In the one desk model the service desk should have the resources and materials for staff to easily access when providing service to the customer. it is a struggle to have what we need at the desk while avoiding clutter</p>
Priorities for Visual Oversight	<p>Teen area</p> <p>Computer lab / public computers / tech equipment</p> <p>Maryland room</p> <p>This library has several blind spots including the above locations</p> <p>Children's area</p> <p>The lobby</p> <p>A/V collection area for loss prevention</p>

ADDITIONAL COMMENTS / SUGGESTIONS

A PA (public address) system would be beneficial for staff

LIBRARY OBSERVATIONS

There is nice natural light throughout the building and all furniture and finishes are new. Lighting is also good.

Early literacy and motor skill development elements are limited. Imaginative play elements, aside from the ships, are hidden behind a sliding partition in the children's program room

Materials on this ship do not seem durable for inevitable climbing by children

Children's area feels cold and most of the furniture looks like its for older users

Drive-up services driveway has a challenging turning radius

Consider re-sculpting the drive-up services driveway to improve the turning radius and mark it accordingly

The service window does not stay open for easy material handling

Consider replacing the service window with a different model that has a hold open window but also a sliding transaction drawer

This desk feels large for just 2 workstations and not very approachable when looking for help

There is no end panel display or other book display throughout the library

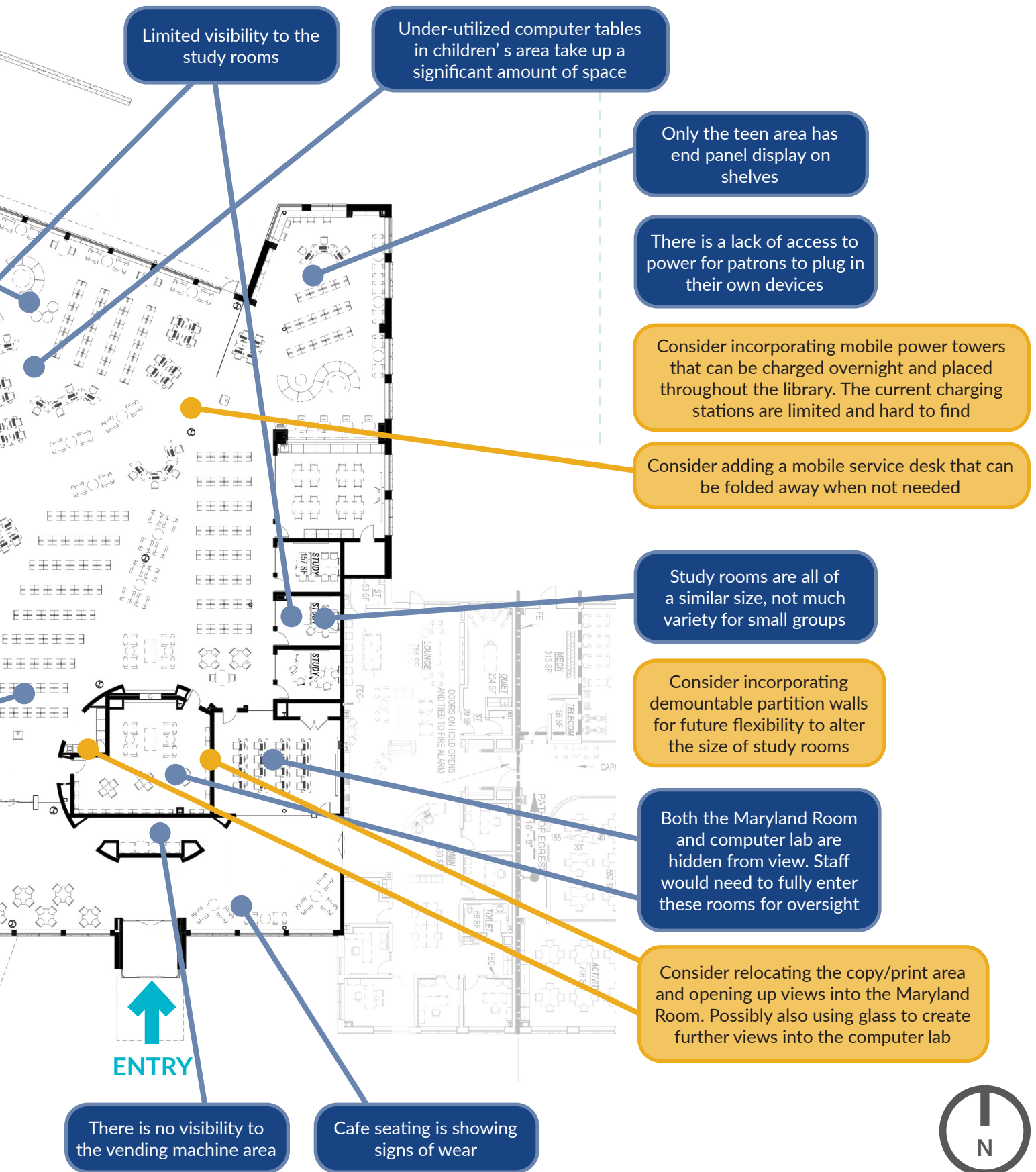
Good, lower shelving heights. But shelves are full

Public restrooms have automated sinks, but not toilets. Additionally, ADA stalls are too tight

There is no visibility into the meeting rooms from inside the library or the lobby / cafe space



LIBRARY OBSERVATIONS



LIBRARY OBSERVATIONS

LEXINGTON PARK



LIBRARY OBSERVATIONS

LEXINGTON PARK

About the Community

Service Area Population: 52,705
Median Age: 34
Median Income: \$77,627.61
Households with Children: 37.68%
Households Below Poverty Level: 9.34%

About the Building

Gross Square Feet: 25,500
Square Feet per Capita: 0.48
Year Constructed: 2001

Observations & Notes

There is a real need for a drive-up service window and drop at this location. Further investigation is needed for understanding how this can be implemented and modifications to the traffic pattern in the parking lot, a second curb cut for an exit may be needed.

There is a long walk from the parking lot to the front door, particularly for those with mobility challenges

Would like to add parallel parking spaces closer to the door

Considering improved bike storage - many younger patrons ride their bikes to the library

Some patrons are dropped off by bus at the front entry circle

Will be implementing 2 electric car charging stations

Carpet was replaced in January 2020

Lexington Park to Leonardtown is the busiest Inter-library Loan route

High amounts of foot traffic and public computer use

80% of checkouts are using the self-checkout machines

Recently implemented and RFID system

The walk-up book drop is heavily used

Deliveries come in through the staff entry

In need of a fresher, newer interior both in terms of layout and furniture / finishes

Would like to have spaces to do things as a family

Heavy teen use

In general, there is a lot of sound transmission throughout the building

Staff roam as much as possible to provide assistance and oversight throughout the space

Have a need for a family / unisex restroom near the entry

Would like to reorganize the staff workroom, have a good number of desks

The IT office located here serves all three locations

Rarely use after-hours access to meeting rooms

Would like to take more advantage of the surrounding site with a bio walk and outdoor play spaces

Would like to expand on partnership with Arts Council by providing a dedicated activity / program / gallery space

The children's area is well used and very busy

There is an inclination to enclose the courtyard between the large meeting room and children's area for better access to children's programs and also to create a small youth program space / active learning center

The partition wall in the meeting room requires a person on either side to operate and does not provide noise separation

The security staff would like better support through: a lock down button, access to drop the after-hours gate

Meeting rooms are heavily used here. Free meeting spaces are generally lacking throughout the county

Customers are more likely to come in for computer use, study room use, or picking up holds rather than lounging

There is a lot of glare to the south and west in the building and window film on the south-facing windows is coming off in areas

Nothing needs to remain in the place where it currently is

Planned building improvements include: roof, internal book return, updating security cameras and software, and adding a marketing screen in the lobby

The library building has had to close around early July before due to HVAC problems and ability to sufficiently cool the building

Would like to add solar panels to the roof

LIBRARY OBSERVATIONS

LEXINGTON PARK

What We Heard / Staff Questionnaire

GENERAL SPACE USE	
Most Frequent Users	<p>Morning - computer users without home internet, meeting room users</p> <p>Midday - Holds pickups, local employees, Base personnel</p> <p>Afternoon - Teens and tweens</p> <p>Evening - Holds pickups, computer users, meeting room users</p> <p>Weekend - Families, especially on Sundays</p> <p>Seasonal Changes - Not particularly. December is slower, the summer is busier. CWS Fridays affect branch traffic because of the amount of Base personnel</p>
Under-served User Group(s)	<p>Seniors / older adults</p> <p>High-tech users</p>
Busiest Space	Children's area - with many children on computers and families using the space
Least Used Space	Adult area and collection stacks
Materials, Services, Programs that are not currently available but would like to provide	<p>Maker space</p> <p>Memory digitization lab</p>
Most Helpful Spaces for Serving Users	Flexible furniture and shelving that can be moved
Top Priorities for Improvement	<p>Pick-up window and parking lot changes</p> <p>Lowering all tall shelving</p> <p>New HVAC and solar panels</p> <p>Move art gallery and take down current gallery wall to provide sightlines into the children's room from an integrated service point to be located at the current teen area</p> <p>New integrated service point</p> <p>Maker space and digitization lab</p> <p>Arts lab</p> <p>Additional small study rooms</p> <p>Soundproofed teen space in current computer lab space</p> <p>Update landscaping and remove overgrown bushes</p> <p>Add outdoor space for programs (low trails and platforms built throughout bio ponds)</p> <p>Dedicated storytime / program / learning center room built over current patio between children's area and meeting room B</p> <p>Accessibility for people with disabilities to resources throughout the building - fully automated front doors, door openers for restrooms and staff workrooms, height adjustable desks and tables</p>

LIBRARY OBSERVATIONS

LEXINGTON PARK

What We Heard / Staff Questionnaire

GENERAL SPACE USE CONTINUED

Anything about the building that should be preserved

The Haleycopter
Brick Walkway

MATERIALS / COLLECTIONS

Considerations for Different Categories of the Collection

Adult collections need shorter shelves
Relocation of teen area and collections
Relocation of the art gallery
Reconfiguration of the children's collection to open the space to main library area
Children's graphic novels and board books are high-circulating collections here
Picture book neighborhoods are also popular

Any Special Shelving Types

Would like a maximum shelving height of 60" for improved visibility
Mobile shelving is preferred
Book display options would be lovely, including slanted shelving

Display / Merchandising Collections

Slanted shelving would help with display
End panel display for materials and learning opportunities

Impact of Digital Collections

Growing digital use, also growing need to advertise digital materials to compete with paid e-book providers
Lower use of adult collection
Increased use of children's materials
Audiobooks on CD and music CD's have been eliminated and shifted to digital

SERVICES

Considerations for Service Desks

Would like to combine desks and have one service point that prioritizes self-checkout
Easy exits to workroom and staff at the desk able to have their back to a wall
Roving and looking for customers needing assistance is highly encouraged
A place to store a roving desk would be terrific
Security for the cash register and credit card machine is important
Height adjustable desks would allow for staff of different heights and mobility to customize the work space

Priorities for Visual Oversight

It is very important to see the children's room, computer lab, security station, adult areas, and study areas from a centralized service point

LIBRARY OBSERVATIONS

LEXINGTON PARK



A new curb cut in this area would involve bridging over a drainage ditch and possible culvert relocation

Investigate if parallel parking should be added here along the curb

Consider a reconfiguration of the parking lot to provide drive-up services here

LIBRARY OBSERVATIONS

LEXINGTON PARK

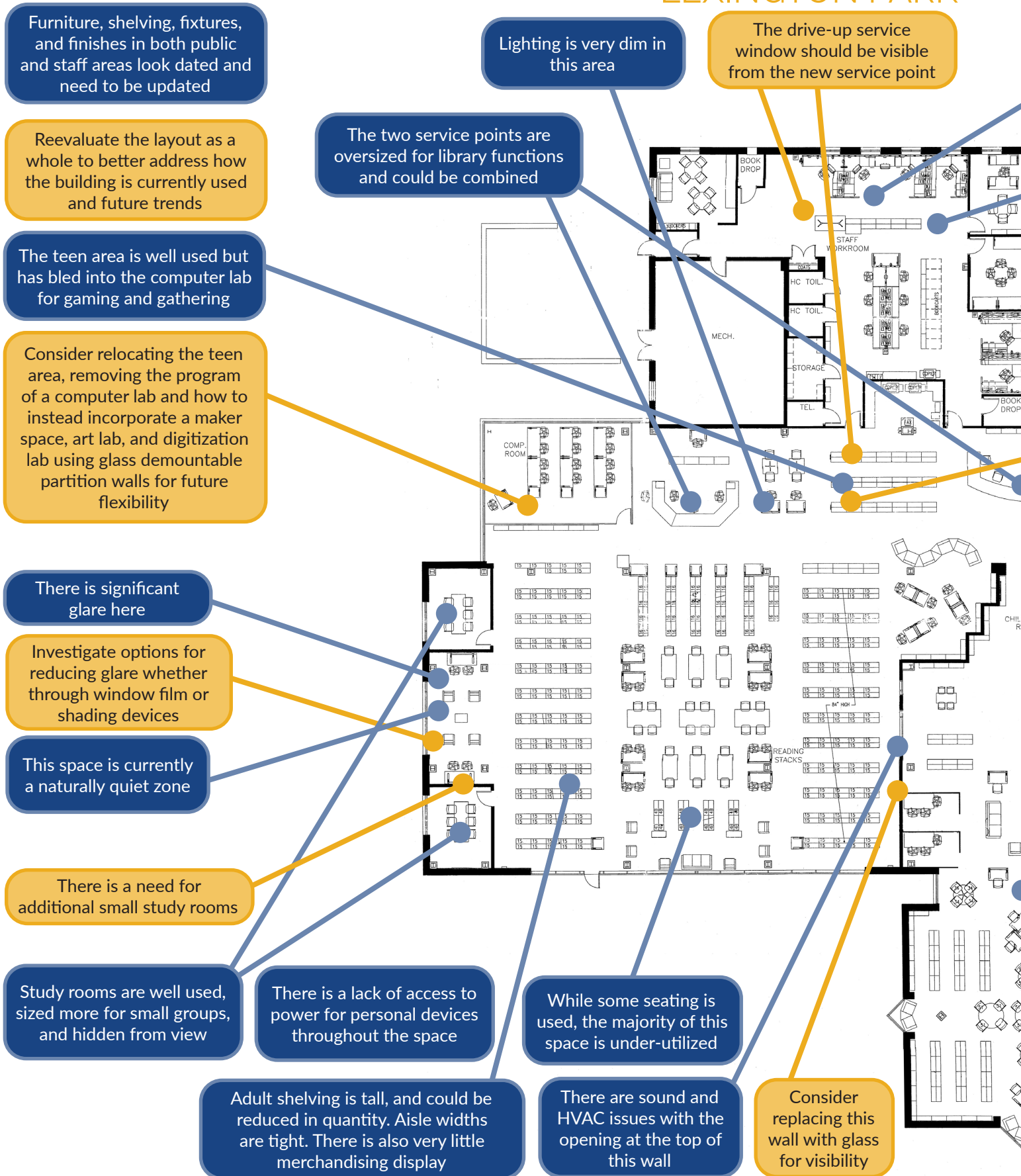


Investigate if a second curb cut could be added in this area to create an exit. This would allow for one-way traffic at the entry and exist

If a second curb cut is possible, this could be converted to an entry only

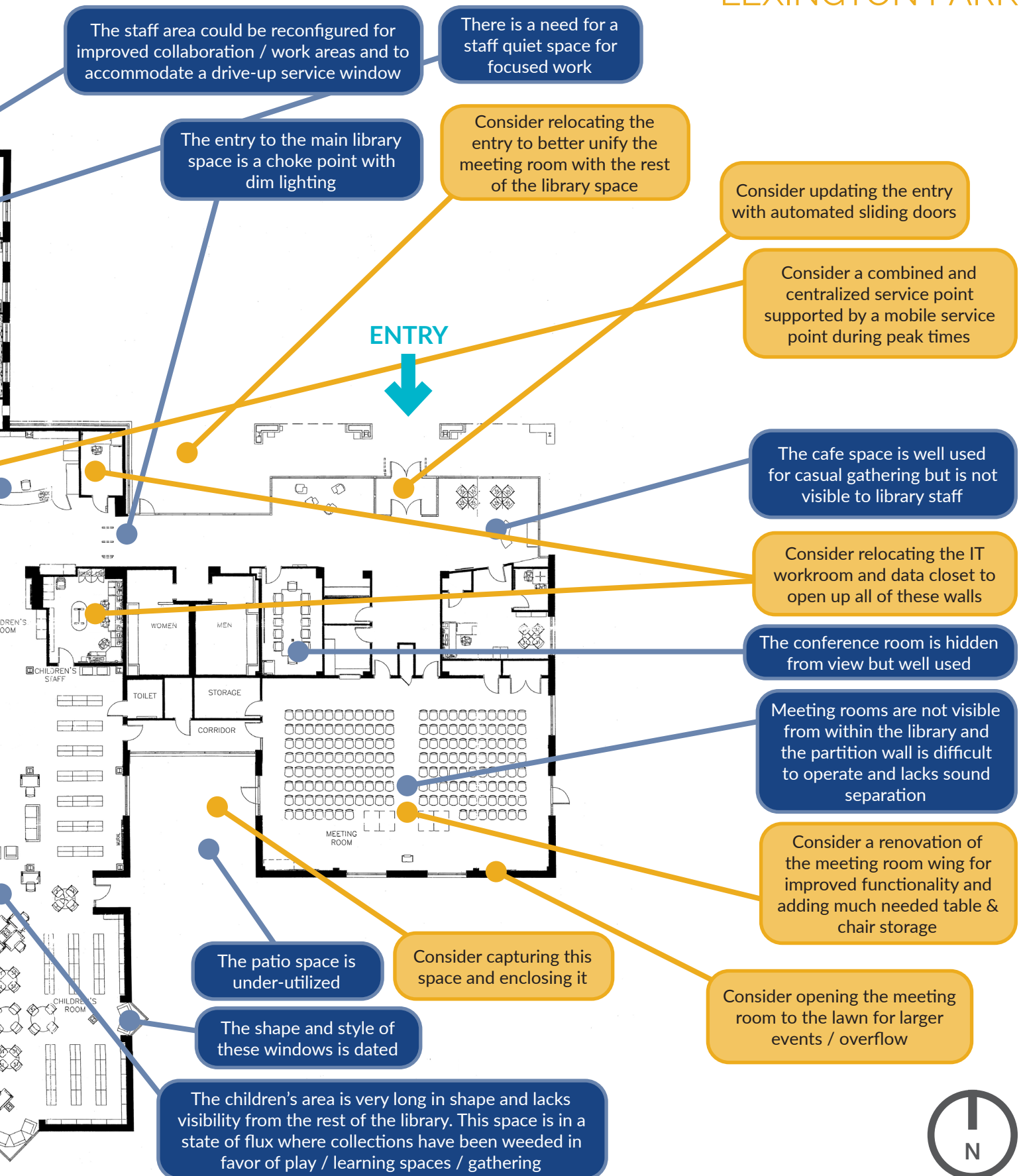
LIBRARY OBSERVATIONS

LEXINGTON PARK



LIBRARY OBSERVATIONS

LEXINGTON PARK





DATA & SPATIAL BREAKDOWNS

DATA & SPATIAL BREAKDOWNS

The following section examines the use and balance of the spaces within each branch library building using a variety of metrics. The findings and system-wide comparisons contained herein helped to inform the Priorities and Recommendations described earlier in this document. The metrics used to evaluate and compare the branch libraries include:

- A comparison of staff areas versus public areas based on square footage
- A comparison of collection to seating to technology / public computer stations, and meeting rooms based on square footage
- A spatial comparison breaking down the allocation of public space for various library functions including: collections, seatings, computers, meeting rooms, quiet reading areas, study rooms, storytime / children's program room, teen spaces, maker spaces, etc.
- A comparison of the number of annual library visits per square foot of space
- A comparison of the number of items circulating per square foot of space
- A comparison of the number of annual library visits per capita
- A comparison of the number of items circulating per capita
- An analysis of zip code data
- Increases and decreases in circulation
- Increases and decreases in digital downloads
- Number of programs and program attendance

The data used in this section was based on a combination of square footages calculated by HBM and usage statistics provided by St. Mary's County Library. As with any data set, there may be some anomalies which require consideration.

DATA & SPATIAL BREAKDOWNS

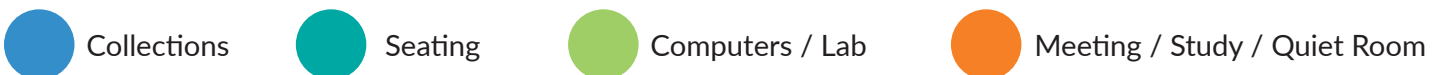
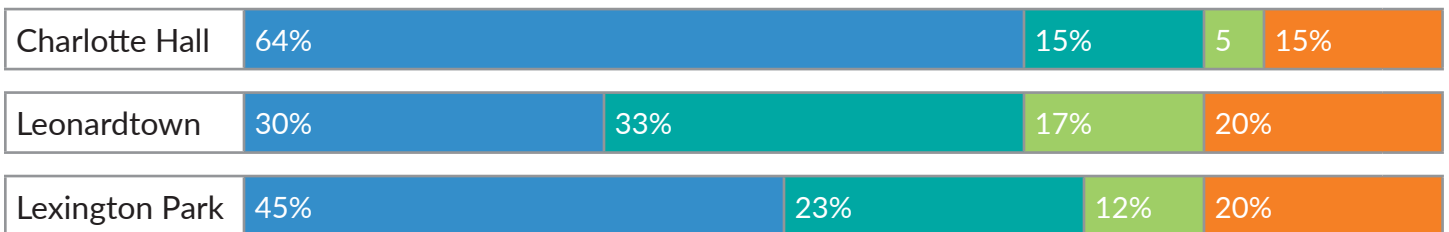
Staff Versus Public Spaces



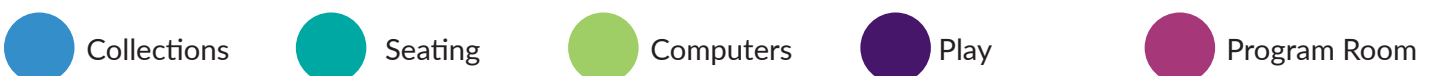
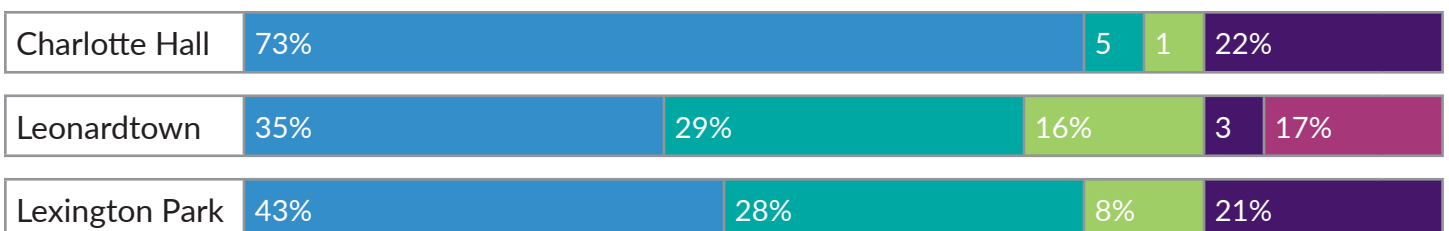
*This includes staff providing system-wide services and library administration



Collections, Seating, Computers, and Meeting Rooms

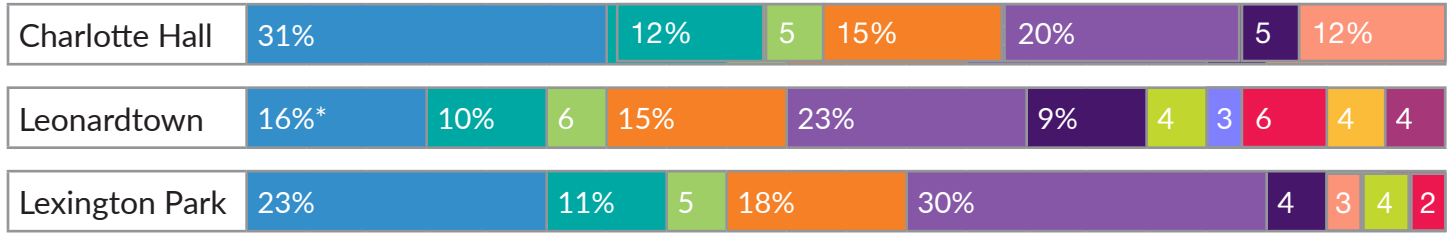


Children's Area



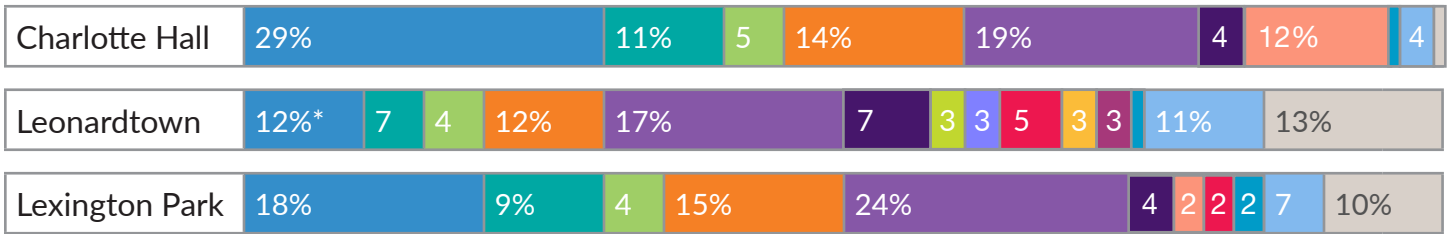
DATA & SPATIAL BREAKDOWNS

Programmed Public Spaces

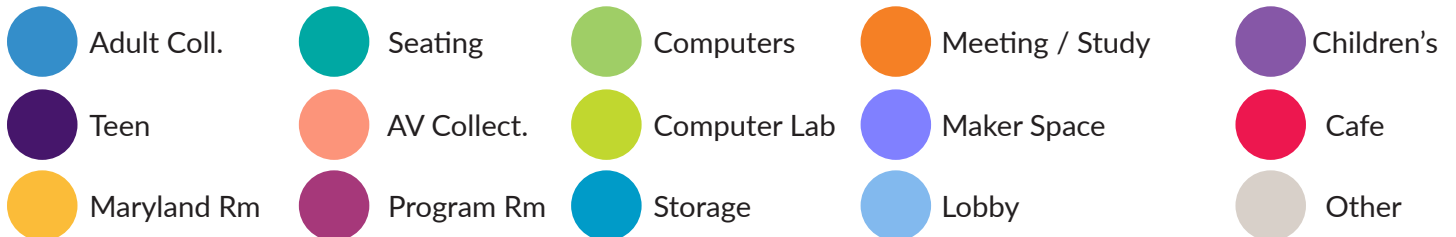


*This includes the A/V Collection

Programmed Public Spaces + Ancillary Spaces



*This includes the A/V Collection



DATA & SPATIAL BREAKDOWNS

Visits per Square Foot FY19

	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41+
Char	42.46								
Leon	6.58								
Lexi	9.71								

Visits per Capita FY19

	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41+
Char	5.93								
Leon	5.01								
Lexi	4.70								

Circulation per Square Foot FY19

	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41+
Char	80.77								
Leon	16.38								
Lexi	21.21								

Circulation per Capita FY19

	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41+
Char	11.28								
Leon	12.46								
Lexi	10.26								

DATA & SPATIAL BREAKDOWNS

Total Visitors FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-16.51%					2015-2019					
					2015-2016	2.38%				
-9.96%					2016-2017					
-6.98%					2017-2018					
-2.64%					2018-2019					
-33.13%					2019-2020					
-77.20%					2020-2021*					
LEONARDTOWN										
-11.50%					2015-2019					
-9.37%					2015-2016					
-13.85%					2016-2017					
					2017-2018	20.21%				
-5.71%					2018-2019					
-36.02%					2019-2020					
-74.75%					2020-2021*					
LEXINGTON PARK										
-18.22%					2015-2019					
-3.47%					2015-2016					
-9.25%					2016-2017					
-7.66%					2017-2018					
					2018-2019	1.11%				
-25.11%					2019-2020					
-85.40%					2020-2021*					
TOTAL (All Locations)										
-3.97%					2015-2016					
-10.38%					2016-2017					
					2017-2018	0.70%				
-2.19%					2018-2019					
-30.73%					2019-2020					
-80.16%					2020-2021					

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

DATA & SPATIAL BREAKDOWNS

Average Daily Door Counts FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
				-18.95%	2015-2019					
				-2.37%	2015-2016					
				-8.32%	2016-2017					
				-7.56%	2017-2018					
				-2.04%	2018-2019					
				-36.53%	2019-2020					
				-74.67%	2020-2021*					
LEONARDTOWN										
				-12.81%	2015-2019					
				-9.83%	2015-2016					
				-15.49%	2016-2017					
					2017-2018			20.54%		
				-5.07%	2018-2019					
				-40.65%	2019-2020					
				-72.50%	2020-2021*					
LEXINGTON PARK										
				-15.28%	2015-2019					
				-3.31%	2015-2016					
				-9.67%	2016-2017					
				-7.31%	2017-2018					
					2018-2019					
				-28.64%	2019-2020					
				-82.58%	2020-2021*					
TOTAL (All Locations)										
				-5.31%	2015-2016					
				-11.22%	2016-2017					
					2017-2018			1.32%		
				-0.68%	2018-2019					
				-35.02%	2019-2020					
				-77.35%	2020-2021					

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

DATA & SPATIAL BREAKDOWNS

Cardholders Over Time FY17 - FY21

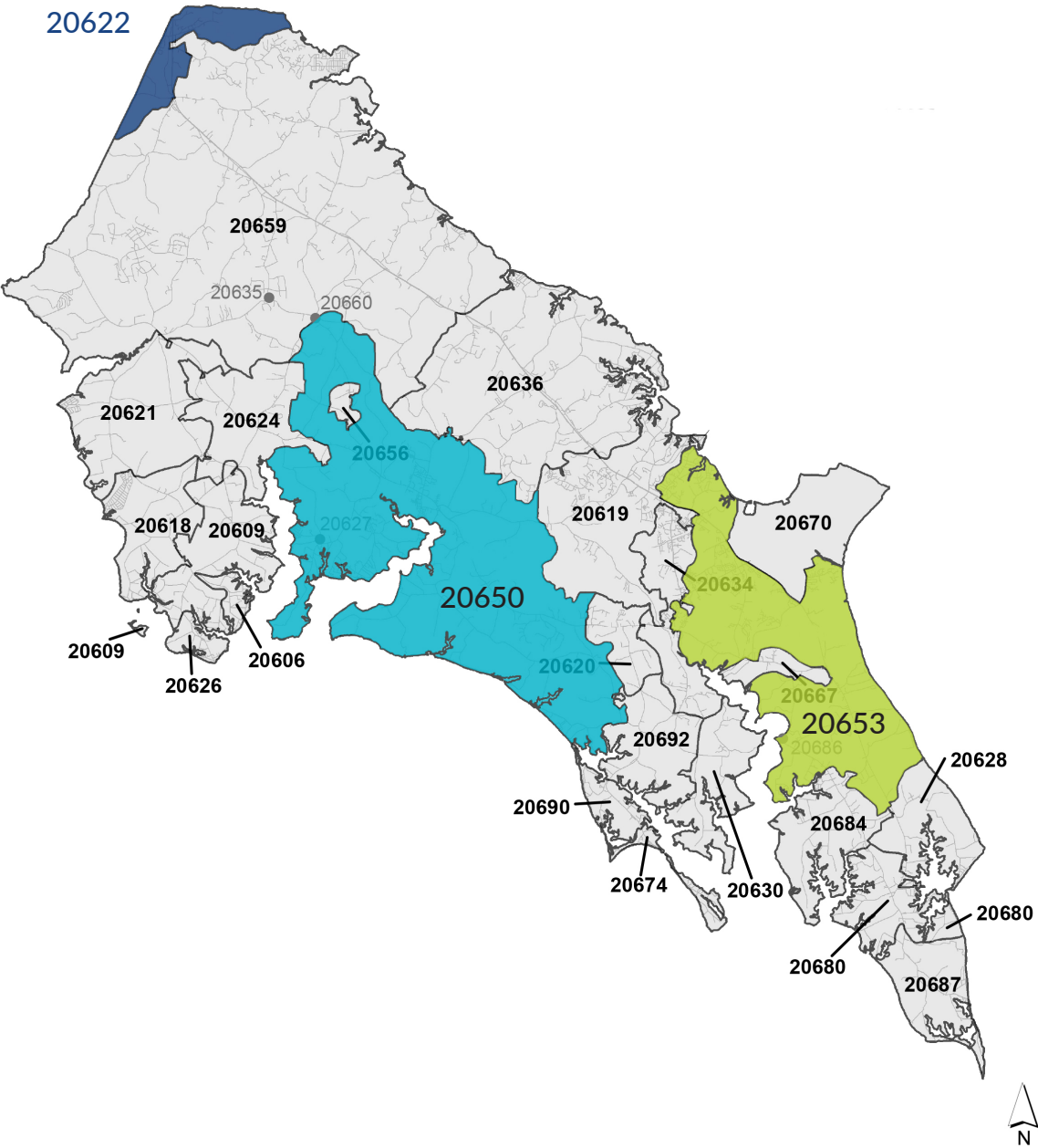
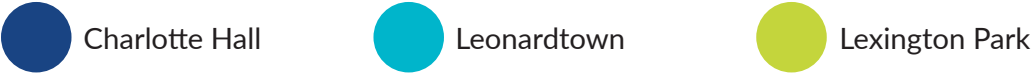
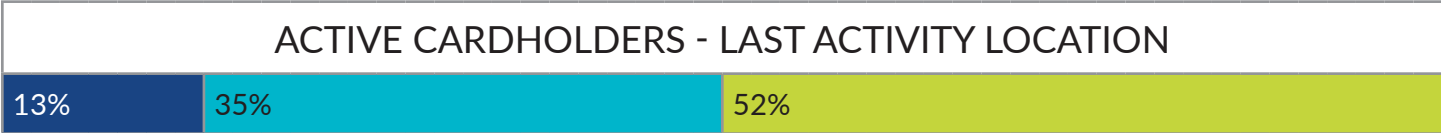
DECREASES						INCREASES				
-21+	-16-20%	-11-15%	-6-10%	-1-5%	0	1-5%	6-10%	11-15%	16-20%	21+
CHARLOTTE HALL										
Average Cardholders 4,658										
-11.57%					2017-2018					
-5.68%					2018-2019					
-17.48					2019-2020					
-7.09%					2020-2021					
LEONARDTOWN										
Average Cardholders 7,583										
-1.70%					2017-2018					
					2018-2019	0.85%				
-9.77%					2019-2020					
					2020-2021	7.54%				
LEXINGTON PARK										
Average Cardholders 9,884										
-4.45%					2017-2018					
-3.51%					2018-2019					
-14.09%					2019-2020					
					2020-2021	20.66%				

Active Cardholders FY17 - FY21

DECREASES						INCREASES				
-21+	-16-20%	-11-15%	-6-10%	-1-5%	0	1-5%	6-10%	11-15%	16-20%	21+
-9.81%					2017-2018					
-0.19%					2018-2019					
-11.09%					2019-2020					
-0.15%					2020-2021					

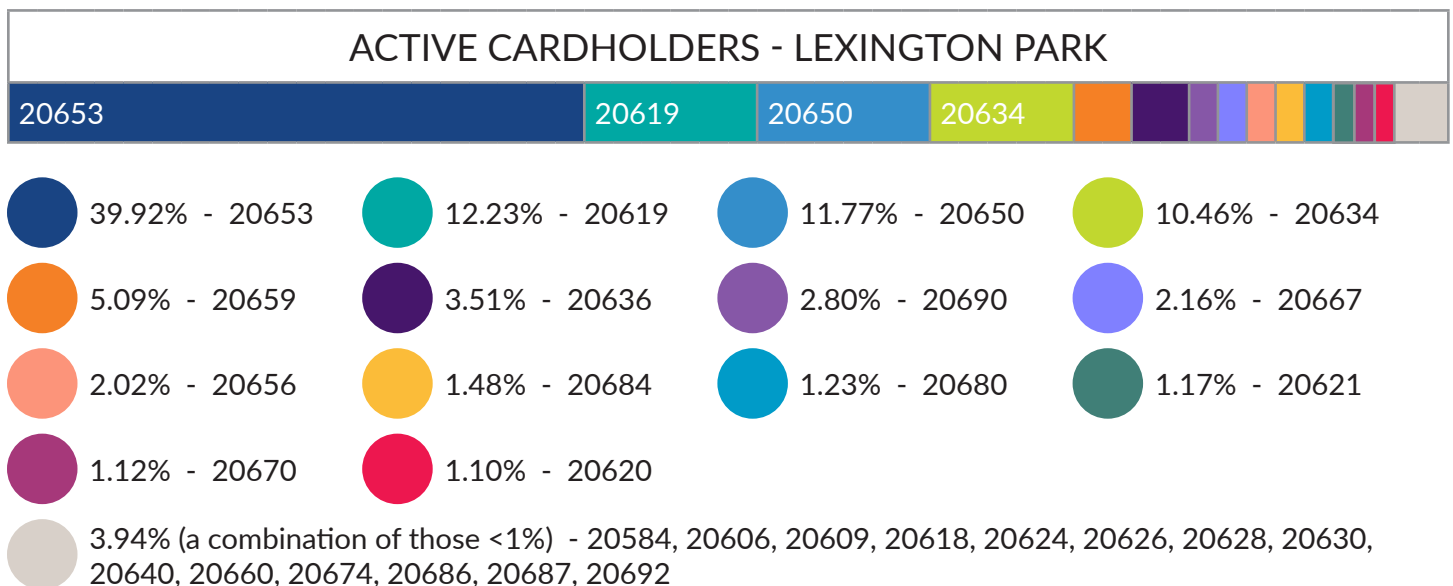
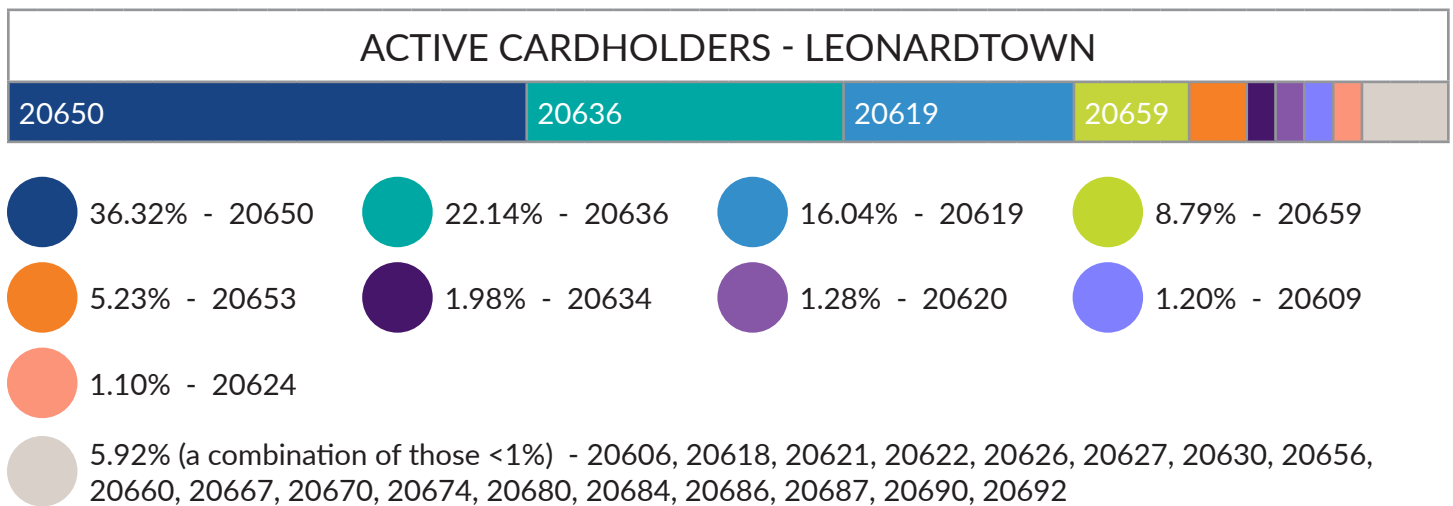
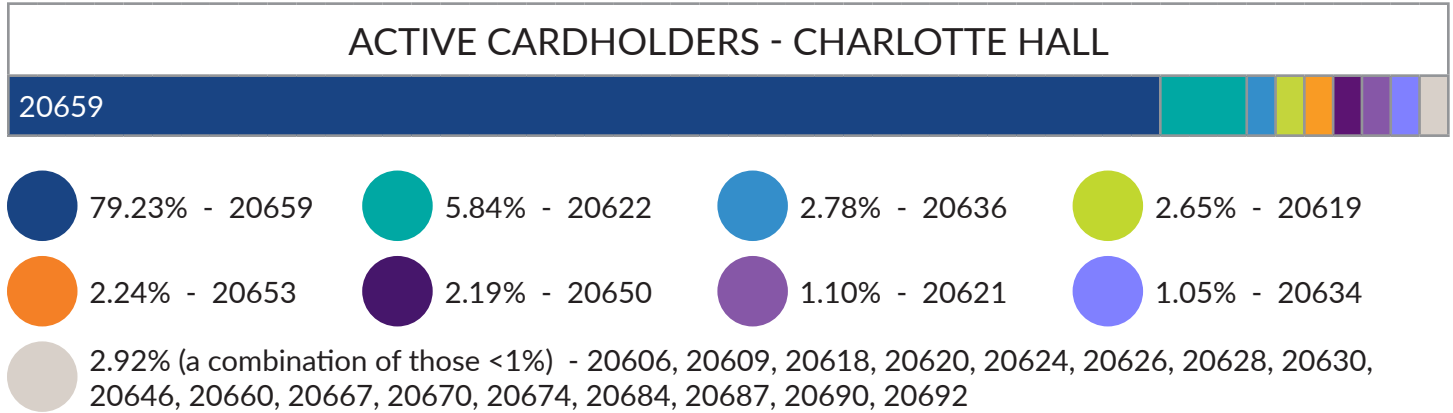
DATA & SPATIAL BREAKDOWNS

Zip Code Data

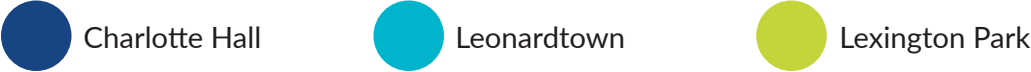
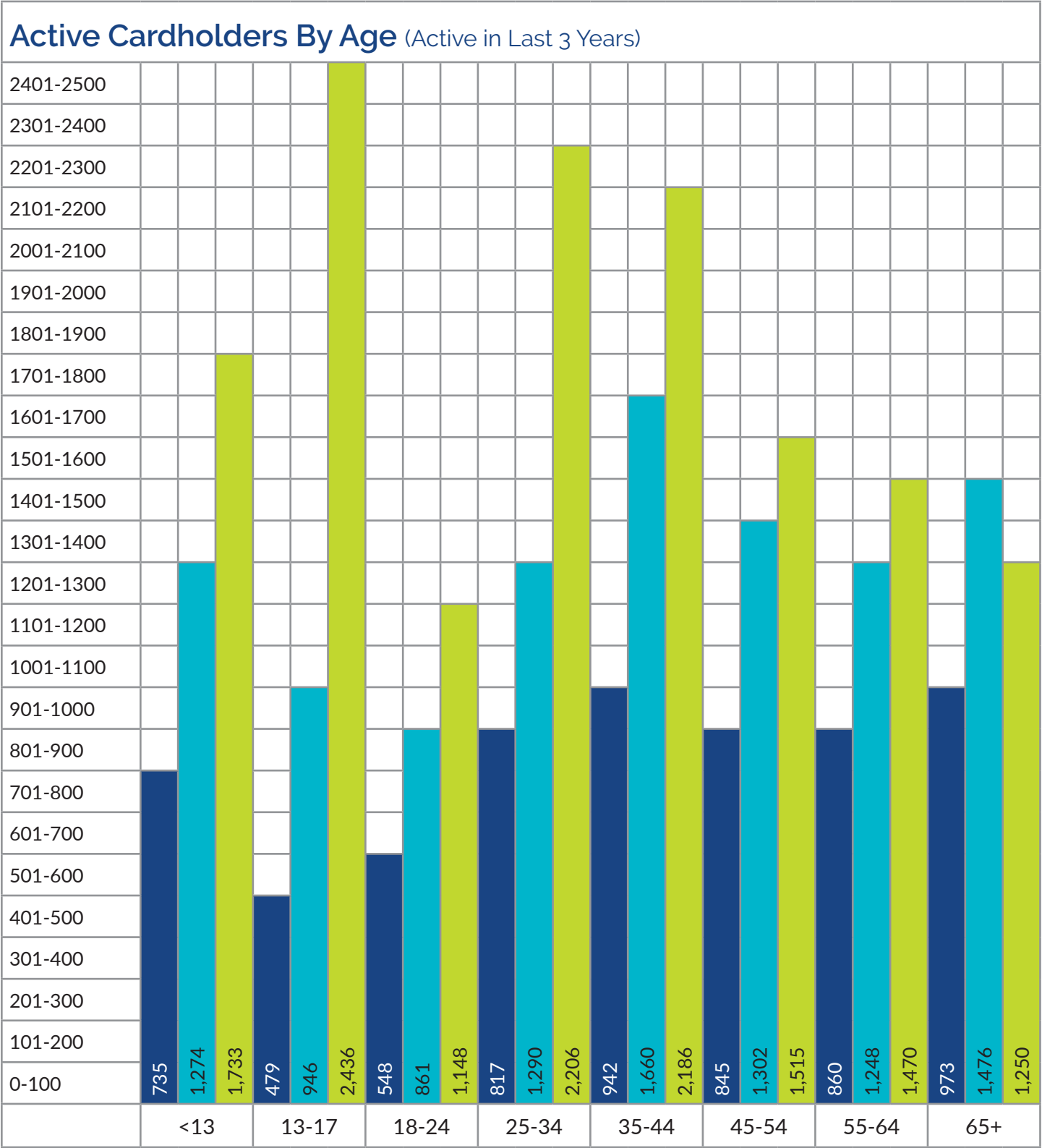


DATA & SPATIAL BREAKDOWNS

Zip Code Data



DATA & SPATIAL BREAKDOWNS



DATA & SPATIAL BREAKDOWNS

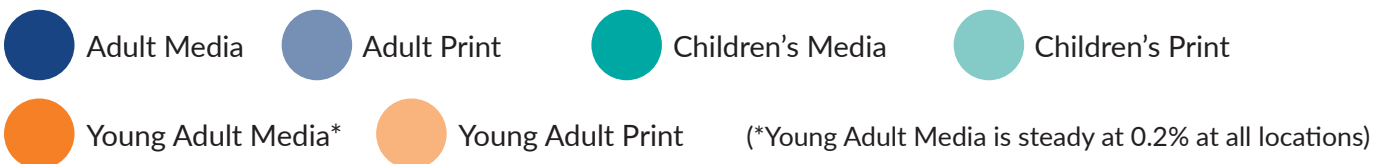
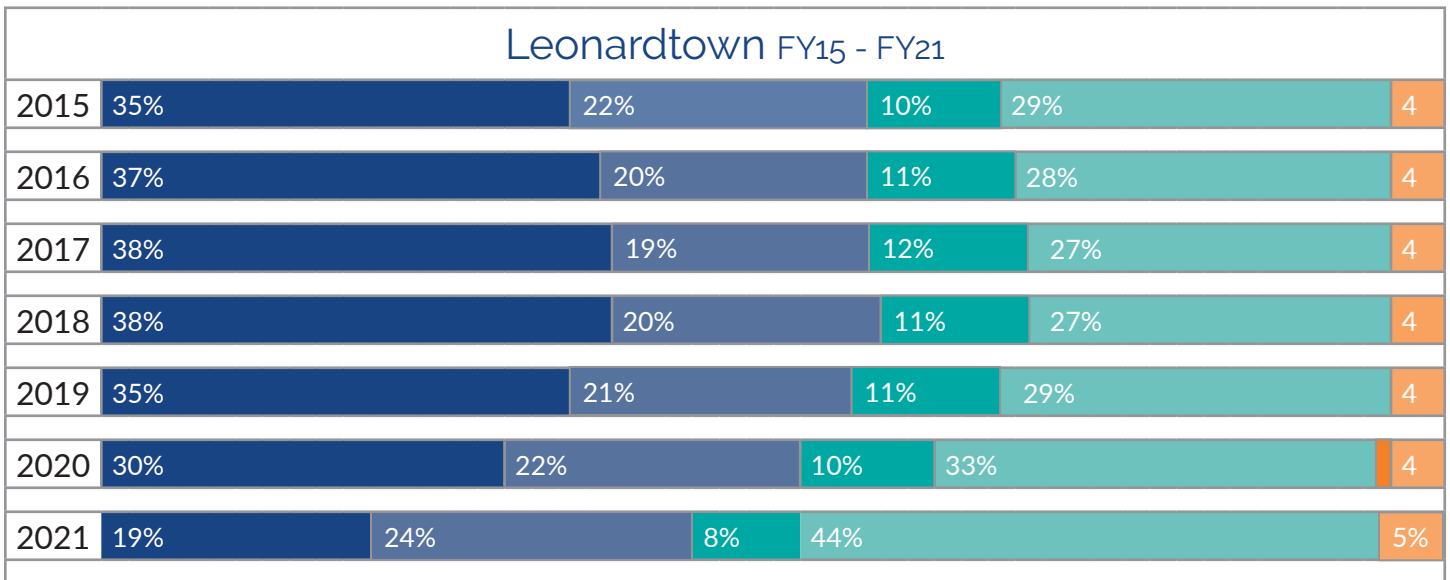
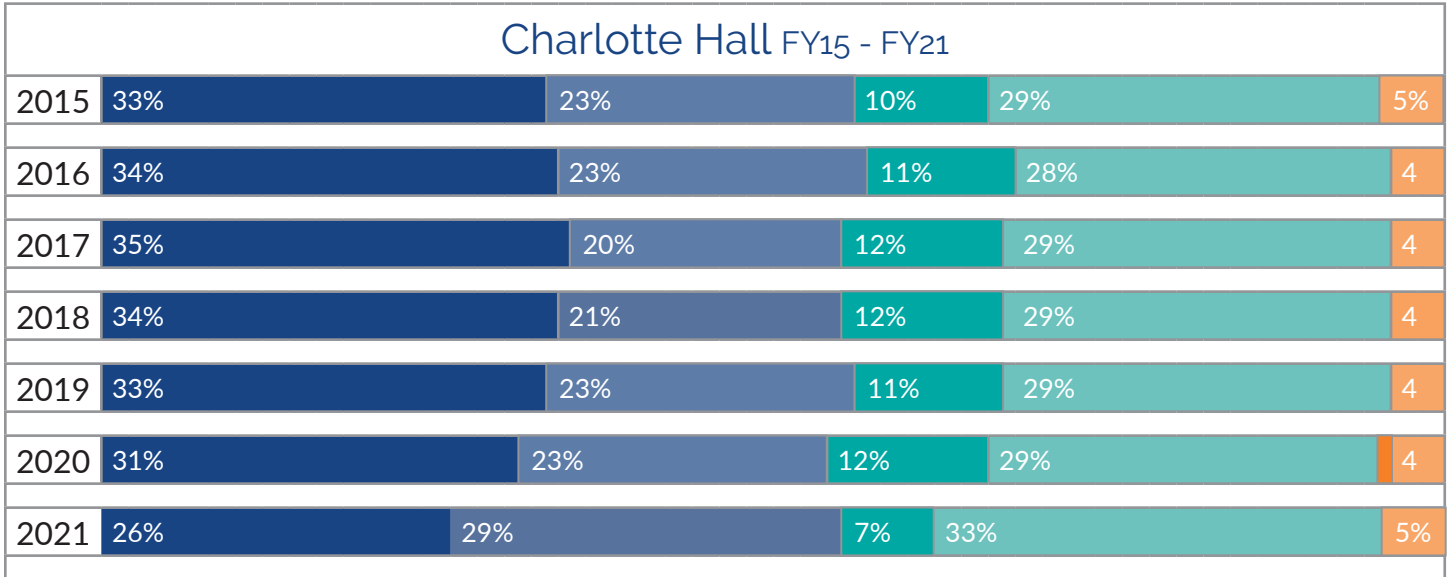
Digital Circulation FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
AUDIOBOOKS										
					2015-2016	60.06%				
					2016-2017	33.58%				
					2017-2018	31.34%				
					2018-2019	16.88%				
					2019-2020	19.49%				
					2020-2021	18.67%				
COMICS										
					2015-2016	738.78%				
					2016-2017	150.12%				
					2017-2018	30.45%				
					2018-2019	5.22%				
					2019-2020	23.74%				
					2020-2021	13.97%				
E-BOOKS										
					2015-2016	22.66%				
					2016-2017	11.14%				
					2017-2018	19.13%				
					2018-2019	10.64%				
					2019-2020	27.61%				
					2020-2021	28.21%				
MOVIES										
					2015-2016	104.55%				
					2016-2017	23.33%				
					2017-2018	0.68%				
					2018-2019	-2.99%				
					2019-2020	0.12%				
					2020-2021	-1.07%				
MUSIC										
					2015-2016	113.99%				
					2016-2017	46.65%				
					2017-2018	13.82%				
					2018-2019	-23.49%				
					2019-2020	-17.98%				
					2020-2021	-19.81%				

DATA & SPATIAL BREAKDOWNS

Digital Circulation Continued FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
TELEVISION										
					2015-2016					31.17%
					2016-2017					54.94%
					2017-2018					61.75%
				-2.46%	2018-2019					
					2019-2020					62.88%
				-9.92%	2020-2021					
MAGAZINES										
					2015-2016					30.22%
				-13.82%	2016-2017					
				-18.70%	2017-2018					
				-10.00%	2018-2019					
				-13.45%	2019-2020					
					2020-2021					36.92%
TOTAL										
					2015-2016					37.63%
					2016-2017					15.89%
					2017-2018					18.32%
					2018-2019					9.94%
					2019-2020					20.01%
					2020-2021					22.91%

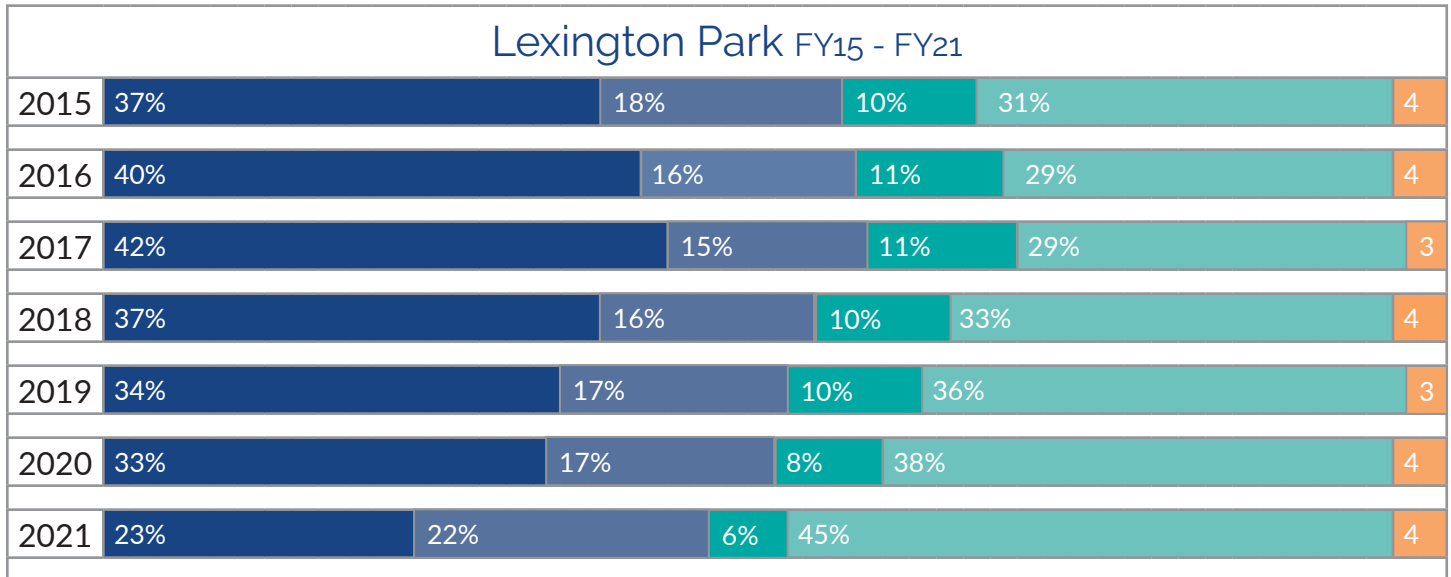
DATA & SPATIAL BREAKDOWNS

Circulation Breakdown by Collection Type



DATA & SPATIAL BREAKDOWNS

Circulation Breakdown by Collection Type



DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Charlotte Hall FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT MEDIA										
					2015-2016	<div></div>	5.89%			
					2016-2017	<div></div>	19.75%			
					2017-2018	<div></div>	-10.16%			
					2018-2019	<div></div>	-11.33%			
					2019-2020	<div></div>	-35.14%			
					2020-2021*	<div></div>	-48.48%			
ADULT PRINT										
					2015-2016	<div></div>	1.00%			
					2016-2017	<div></div>	4.34%			
					2017-2018	<div></div>	-5.80%			
					2018-2019	<div></div>	-0.62%			
					2019-2020	<div></div>	-31.39%			
					2020-2021*	<div></div>	-19.23			
CHILDREN'S MEDIA										
					2015-2016	<div></div>	12.98%			
					2016-2017	<div></div>	26.95%			
					2017-2018	<div></div>	-8.74%			
					2018-2019	<div></div>	-12.60%			
					2019-2020	<div></div>	-24.19%			
					2020-2021*	<div></div>	-63.85%			
CHILDREN'S PRINT										
					2015-2016	<div></div>	1.14%			
					2016-2017	<div></div>	17.20%			
					2017-2018	<div></div>	-8.79%			
					2018-2019	<div></div>	-4.43%			
					2019-2020	<div></div>	-31.69%			
					2020-2021	<div></div>	-29.63%			

DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Charlotte Hall FY15 - FY21 continued										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
YOUNG ADULT MEDIA										
-3.76%					2015-2016					
-14.24%					2016-2017					
					2017-2018	6.29%				
-33.00%					2018-2019					
-37.6%					2019-2020					
-78.61%					2020-2021					
YOUNG ADULT PRINT										
-8.79%					2015-2016					
-4.57%					2016-2017					
					2017-2018	7.95%				
-8.94%					2018-2019					
-34.46%					2019-2020					
-11.97%					2020-2021					

DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Leonardtown FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT MEDIA										
					2015-2016			10.79%		
					2016-2017			10.45%		
				-5.33%	2017-2018					
			-10.80%		2018-2019					
	-43.32%				2019-2020					
	-44.72%				2020-2021*					
ADULT PRINT										
					2015-2016		1.60%			
				-0.05%	2016-2017					
			-3.72%		2017-2018					
					2018-2019	0.86%				
	-28.57%				2019-2020					
				-4.69%	2020-2021*					
CHILDREN'S MEDIA										
					2015-2016		10.03%			
					2016-2017		15.81%			
				-8.51%	2017-2018					
			-10.46%		2018-2019					
	-35.64%				2019-2020					
	-26.65%				2020-2021*					
CHILDREN'S PRINT										
					2015-2016		3.21%			
					2016-2017		4.26%			
				-6.69%	2017-2018					
					2018-2019		4.20%			
	-24.58%				2019-2020					
					2020-2021		18.03%			

DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Leonardtwn FY15 - FY21 continued										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
YOUNG ADULT MEDIA										
					2015-2016	<div></div>	10.69%			
					-4.66%	<div></div>	2016-2017			
					-6.60%	<div></div>	2017-2018			
					-18.10%	<div></div>	2018-2019			
					-42.08%	<div></div>	2019-2020			
					-52.04%	<div></div>	2020-2021			
YOUNG ADULT PRINT										
					-3.33%	<div></div>	2015-2016			
					-4.86%	<div></div>	2016-2017			
						<div></div>	1.74%			
					-2.02%	<div></div>	2018-2019			
					-27.23%	<div></div>	2019-2020			
						<div></div>	7.57%			

DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Lexington Park FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
ADULT MEDIA										
					2015-2016			16.32%		
					2016-2017			14.82%		
		-22.43%			2017-2018					
		-18.99%			2018-2019					
	-32.13%				2019-2020					
	-60.74%				2020-2021*					
ADULT PRINT										
				-4.49%	2015-2016					
					2016-2017			1.36%		
			-7.49%		2017-2018					
			-1.39%		2018-2019					
	-32.28%				2019-2020					
	-27.50%				2020-2021*					
CHILDREN'S MEDIA										
					2015-2016			11.91%		
					2016-2017			17.11%		
		-20.15%			2017-2018					
		-18.21%			2018-2019					
	-39.04%				2019-2020					
	-60.61%				2020-2021*					
CHILDREN'S PRINT										
					2015-2016			1.37%		
					2016-2017			8.14%		
				-0.22%	2017-2018					
			-3.58%		2018-2019					
	-26.81%				2019-2020					
	-33.02%				2020-2021					

DATA & SPATIAL BREAKDOWNS

Circulation of Physical Collections

Lexington Park FY15 - FY21 continued										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
YOUNG ADULT MEDIA										
					2015-2016	<div></div>	5.71%			
-14.20%					2016-2017					
-8.96%					2017-2018					
-13.12%					2018-2019					
-39.59%					2019-2020					
-73.48%										
YOUNG ADULT PRINT										
-3.66%					2015-2016					
					2016-2017	<div></div>	1.14%			
-12.36%					2017-2018					
-5.40%					2018-2019					
-32.78%					2019-2020					
-30.09%					2020-2021					

Number of Events FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-17.13%					2015-2019					
-16.02%					2015-2016					
					2016-2017	2.96%				
-12.78%					2017-2018					
					2018-2019	9.89%				
-20.00%					2019-2020					
N/A					2020-2021*					
LEONARDTOWN										
					2015-2019	5.01%				
-7.52%					2015-2016					
					2016-2017	4.22%				
-4.91%					2017-2018					
					2018-2019	14.59%				
-7.16%					2019-2020					
N/A					2020-2021*					
LEXINGTON PARK										
					2015-2019	2.36%				
-19.96%					2015-2016					
					2016-2017	11.79%				
					2017-2018	6.69%				
					2018-2019	7.22%				
-12.06%					2019-2020					
N/A					2020-2021*					
TOTAL (All Locations)										
-15.33%					2015-2016					
					2016-2017	6.96%				
-2.08%					2017-2018					
					2018-2019	10.02%				
-9.83%					2019-2020					
N/A					2020-2021					

* However, out of an abundance of caution, in-person programming has not yet returned. Virtual programming began in 2020 and those are the values shown for 2020-2021,

DATA & SPATIAL BREAKDOWNS

Event Attendance FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-14.84%					2015-2019					
					2015-2016	5.25%				
-3.78%					2016-2017					
-15.56%					2017-2018					
-0.41%					2018-2019					
-41.41%					2019-2020					
N/A					2020-2021*					
LEONARDTOWN										
					2015-2019	28.03%				
					2015-2016	15.41%				
					2016-2017	5.98%				
-4.79%					2017-2018					
					2018-2019	9.94%				
-20.60%					2019-2020					
N/A					2020-2021*					
LEXINGTON PARK										
					2015-2019	45.85%				
					2015-2016	13.16%				
					2016-2017	7.48%				
					2017-2018	26.84%				
-5.46%					2018-2019					
-26.24%					2019-2020					
N/A					2020-2021*					
TOTAL (All Locations)										
					2015-2016	11.63%				
					2016-2017	3.88%				
					2017-2018	4.84%				
					2018-2019	0.56%				
-25.52%					2019-2020					
N/A					2020-2021					

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

* However, out of an abundance of caution, in-person programming has not yet returned. Virtual programming began in 2020 and those are the values shown for 2020-2021,

DATA & SPATIAL BREAKDOWNS

Meeting Room Use / Public FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-13.64%					2015-2019					
					2015-2016	7.85%				
-14.94%					2016-2017					
-15.77%					2017-2018					
					2018-2019	11.76%				
-45.93%					2019-2020					
N/A					2020-2021*					
LEONARDTOWN										
					2015-2019	47.79%				
					2015-2016	27.94%				
					2016-2017	12.64%				
-4.34%					2017-2018					
					2018-2019	7.20%				
-33.08					2019-2020					
N/A					2020-2021*					
LEXINGTON PARK										
-4.68%					2015-2019					
-8.26%					2015-2016					
					2016-2017	4.56%				
					2017-2018	10.33%				
-9.93%					2018-2019					
39.95%					2019-2020					
N/A					2020-2021*					
TOTAL (All Locations)										
-1.40%					2015-2016					
					2016-2017	1.66%				
					2017-2018	3.61%				
-4.49%					2018-2019					
-39.85%					2019-2020					
N/A					2020-2021*					

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

* However, out of an abundance of caution, in-person programming has not yet returned. Virtual programming began in 2020 and those are the values shown for 2020-2021,

DATA & SPATIAL BREAKDOWNS

PC Use FY15 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-28.17%					2015-2019					
-17.71%					2015-2016					
-1.29%					2016-2017					
-5.45%					2017-2018					
-6.48%					2018-2019					
-32.12%					2019-2020					
-65.83%					2020-2021					
LEONARDTOWN										
-11.61%					2015-2019					
-12.60%					2015-2016					
					2016-2017	8.32%				
					2017-2018	6.81%				
-12.58%					2018-2019					
-34.91%					2019-2020					
-71.64%					2020-2021					
LEXINGTON PARK										
-14.24%					2015-2019					
-13.75%					2015-2016					
-0.56%					2016-2017					
-6.76%					2017-2018					
					2018-2019	7.24%				
-32.01%					2019-2020					
-82.76%					2020-2021					
TOTAL (All Locations)										
-14.12%					2015-2016					
					2016-2017	1.42%				
-3.15%					2017-2018					
-0.27%					2018-2019					
-32.73%					2019-2020					
-77.80%					2020-2021					

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

DATA & SPATIAL BREAKDOWNS

WiFi Use FY16 - FY21										
DECREASES						INCREASES				
-41+	-31-40%	-21-30%	-11-20%	-1-10%	0	1-10%	11-20%	21-30%	31-40%	41+
CHARLOTTE HALL										
-19.52%					2017-2019					
-8.84%					2017-2018					
-11.71%					2018-2019					
-26.92%					2019-2020					
-64.88%					2020-2021					
LEONARDTOWN										
-12.96%					2017-2019					
-7.21%					2017-2018					
-6.46%					2018-2019					
-23.44%					2019-2020					
N/A					2020-2021					
LEXINGTON PARK										
-18.06%					2017-2019					
-10.19%					2017-2018					
-8.76%					2018-2019					
-34.96%					2019-2020					
-86.18%					2020-2021					
TOTAL (All Locations)										
-8.53%					2016-2017					
-9.27%					2017-2018					
-8.79%					2018-2019					
-30.81%					2019-2020					
-86.18%					2020-2021					

Wi-Fi Use was not tracked until 2016, and at the branch level until 2017

Note: The shift in usage data from 2019-2021 and onward was impacted by the COVID-19 pandemic which necessitated building closures and restrictions on in-person library use and events. The buildings reopened to full public use in August 2020.

APPENDIX

This preliminary cost information is presented for the purpose of planning, feasibility and budgeting. While all efforts have been made to arrive at an accurate representation of the construction costs there will likely be variances.

Several things that may affect the actual costs would include though not be limited to:

- Final scope of work defined for each of the projects
- The volatility of construction markets and related economic factors
- Individual contractor's interpretations of what the above factors are having on their associated costs

While HBM will routinely investigate these and other factors as part of our on-going responsibility to our clientele and the industry, we cannot predict precisely what changes will occur or what developments will take place that affect the final costs.

In any market, supply and demand can cause unusual price deviations. From our experience we know that contractors will raise pricing for their services if the market bears the increase.

The information contained in the following table is based on overall square footage cost for the various level / categories of renovation or new construction and the pricing information is based on rates that are current to spring of 2022.

The projects and preliminary construction budget information is defined using 4 main categories:

Minor Renovation (<i>focus on FF&E updates</i>)	\$125 - \$200 / square foot
Mid-level Renovation (<i>full reconfiguration and FF&E</i>)	\$200 - \$275 / square foot
Major Renovation (<i>all of the above & HVAC replacement</i>)	\$300 - \$375 / square foot
Addition / New Construction	\$400 - \$475 / square foot

Additional preliminary budget information is as follows for determining furniture, fixtures, and equipment and technology.

Furniture, Fixtures & Equipment (FF&E)	\$40 - \$45
Technology	\$15 - \$25
Percentage Factor	30%

The Preliminary Total Project Budget column includes a multiplier for anticipated professional design fees, miscellaneous owner costs, and a construction contingency.

Items not considered in this preliminary cost information:

- Testing and or removal of any Hazardous Materials
- Building or site acquisition, feasibility, and financing costs
- Work to City streets and sidewalks
- Escalation (Construction escalation on an annual basis is currently being reported as high as 11%. Depending on when actual construction or renovation of each location occurs, this factor should be applied to the total project budget noted in the following table).

APPENDIX

Scope	Preliminary Construction Budget	FF&E	Technology	Preliminary Total Project Budget
CHARLOTTE HALL				
New building of 15,000-20,000 SF	\$6,000,000 - \$9,500,000	\$600,000 - \$900,000	\$225,000 - \$500,000	\$8,872,500 - \$14,170,000
Major renovation of existing 10,000 SF and expansion of 5,000 - 10,000 SF (full renovation, reconfiguration, and mechanical system upgrades)	\$5,000,000 - \$8,500,000	\$600,000 - \$900,000	\$225,000 - \$500,000	\$7,572,500 - \$12,870,000
Major renovation of existing 10,000 SF (full renovation, reconfiguration, and mechanical system upgrades)	\$3,000,000 - \$3,750,000	\$400,000 - \$450,000	\$150,000 - \$250,000	\$4,615,000 - \$5,785,000
Mid-Level renovation of existing 10,000 SF (full renovation and reconfiguration of public and staff areas)	\$2,000,000 - \$2,750,000	\$400,000 - \$450,000	\$150,000 - \$250,000	\$3,315,000 - \$4,485,000
Minor renovation of existing 10,000 SF (focused on finishes, new service points, and minor reconfigurations)	\$1,250,000 - \$2,000,000	\$400,000 - \$450,000	\$150,000 - \$250,000	\$2,340,000 - \$3,150,000
LEONARDTOWN				
Minor targeted renovations / reconfigurations (approximately 2,500 SF)	\$312,500 - \$500,000	\$100,000 - \$112,500	\$37,500 - \$62,500	\$585,000 - \$877,500
LEXINGTON PARK				
Major renovation of 25,500 SF and possible small addition of 650 SF (full renovation, reconfiguration, and mechanical system upgrades)	\$7,910,000 - \$9,871,250	\$1,046,000 - \$1,176,750	\$392,250 - \$653,750	\$12,152,725 - \$15,212,275
Major renovation of 25,500 SF (full renovation, reconfiguration, and mechanical system upgrades)	\$7,650,000 - \$9,562,500	\$1,020,000 - \$1,147,500	\$382,500 - \$637,500	\$11,768,250 - \$14,751,750
Mid-level renovation of 25,500 SF (full renovation and reconfiguration of public and staff areas)	\$5,100,000 - \$7,012,500	\$1,020,000 - \$1,147,500	\$382,500 - \$637,500	\$8,453,250 - \$11,436,750
Minor renovation of 25,500 SF (focused on finishes, new service points, and minor reconfigurations)	\$3,187,500 - \$5,100,000	\$1,020,000 - \$1,147,500	\$382,500 - \$637,500	\$5,967,000 - \$8,950,500



FACILITIES MASTER PLAN

04.25.2022