

# Regular Meeting

<b>Agenda Item #</b>	3
<b>Meeting Date</b>	January 27, 2016
<b>Prepared By</b>	Ellen Arnold-Robbins
<b>Approved By</b>	Suzanne R. Ludlow City Manager

<b>Discussion Item</b>	Request for a Council Resolution authorizing continuation of design and engineering work for Library renovation based on the most recent concept design.
<b>Background</b>	<p>Three years ago, the Council authorized a “Community Needs Assessment and Visioning for a 21<sup>st</sup> Century Public Library.” The report of that assessment and visioning process was issued in January 2014. The report recommended planning for additional and/or renovated space and re-design of the library building.</p> <p>The City contracted with The Lukmire Partnership, whose principal architect developed a detailed Program of Requirements for a renovated library, based on input from staff and the public in meetings in October and December of 2014.</p> <p>The final report of The Lukmire Partnership was presented to the Council in February of 2015 and included several concept designs. The Council met with Principal Architect Greg Lukmire on June 15 and July 13 of 2015 and discussed the designs and space needs. At the direction of Council, The Lukmire Partnership prepared a new concept design, incorporating preferred elements of earlier designs, and Council recommendations from their July 15 Work Session. This new concept design was presented to Council by Greg Lukmire on October 29, 2015.</p> <p>The new concept design was the focus of public meetings on December 16, 2015 and January 7, 2016. Public comments included suggestions and concerns that would logically be addressed in the next phase of the process; that is, more detailed design development, or by further alterations to the exterior landscape. There were questions about how to keep library services operational during construction, which is the intention of staff. There were no objections raised to the overall concept design, or to moving forward with the next steps in the project, leading to library renovation and expansion. City staff have also reviewed the concept design and feel it is an excellent design that addresses existing problems with the current library building and will be a facility that the community will be proud of and use.</p> <p>The next phase of the project consists of the preparation of a schematic design, detailed design development, and associated engineering, a process which would take approximately eight months from its inception.</p> <p>It is desirable that the Council indicate its support of the current concept design before the architect continues into detailed design and engineering.</p>
<b>Policy</b>	Council is concerned with the preservation of City facilities, through economically and environmentally sustainable means, and is concerned with the accessibility of public facilities. The age of the library building requires a plan of action to preserve its life as a City facility serving Takoma Park residents.

<b>Fiscal Impact</b>	\$200,000 is included in the FY 16 Budget for detailed design development and any engineering costs associated with library renovation and expansion. The Council authorized the City Manager to contract with The Lukmire Partnership for continued concept design and potential detailed design and engineering for Library renovation on July 27, 2015, pending Council adoption of a concept design.
<b>Attachments</b>	Draft resolution  Concept design  Summary of “Existing Conditions” in the Library, from the final report of The Lukmire Partnership, in February 2015.  Program of Requirements
<b>Recommendation</b>	Adopt the Resolution
<b>Special Consideration</b>	

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION 2016-  
PROVIDING FOR THE ADOPTION OF CONCEPT DESIGN FOR LIBRARY  
RENOVATION**

WHEREAS, the Lukmire Partnership introduced a new concept design for Library renovation at the direction of Council, which incorporated preferred elements of earlier designs and Council recommendations from their July 15, 2015 Work Session; and

WHEREAS, the Council authorized the City Manager to contract with the The Lukmire Partnership for detailed design development and associated work on July 27, 2015, pending public input and Council adoption of the current concept design; and

WHEREAS, this concept design was presented to Council on October 29, 2015; and

WHEREAS, this concept design was discussed by staff, and at two public meetings on December 16, 2015 and January 7, 2016; and

WHEREAS, \$200,000 is included in the FY 2016 approved budget for detailed design development and associated work by The Lukmire Partnership.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

Section 1. The concept design for Library renovation, as presented to Council on October 29, 2015, and as presented and discussed at two public meetings, is adopted by Council.

Section 2. The City Manager shall proceed to contract with The Lukmire Partnership for further design development and associated work, as authorized by the Council on July 27, 2015.

Section 3. This Resolution becomes effective upon adoption.

Adopted this \_\_\_\_ day of January, 2016.

Attest:

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Jessie Carpenter, CMC  
City Clerk

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### III. EXISTING CONDITIONS

#### A. Architecture:

Floor Plan - The existing library is a traditional “L” shaped layout with a children’s wing in one part of the “L” and an adult wing in the other. Located between is the circulation desk, staff area and support spaces including restrooms and mechanical rooms. This basic arrangement works well, but as the new space needs program has illustrated, the existing library is too small to accommodate it’s needs.

Code Compliance- the library meets current life safety codes, but does not meet current codes for restroom accessibility or the number of plumbing fixtures. In addition the current arrangement of the book stacks violates ADA standards for aisle width and the lack of turn around space at the end of aisles. Upgrading the library to meet both of these code issues will decrease the amount of public library space and will cause expansion and relocation of the restrooms.

Construction- The existing library is constructed of masonry walls with a brick veneer, and wood structure holding up the roof. Interior walls are either plaster or gypsum board. The original drawings do not illustrate any insulation in the walls of the original structure. However, it is known that the windows are not thermally broken and the glass is not insulated glass, so the exterior envelope is not expected to meet current energy standards.

Exterior – The exterior of the library is basically solid brick with high 8’ and 4.5’ long clerestory windows on the South and East elevations. The West elevation faces the parking lot and is basically a solid brick wall. Dense landscaping currently hides this elevation from view. The elevations have not materially changed from the original and the exterior expression remains of an “international style”.

Interior Finishes- The interior finishes were last upgraded in 1990, twenty-five years ago, and are worn and the color scheme is dated. The floor is carpeted and there is a suspended acoustic tile ceiling. New surface energy efficient light fixtures were installed within the last five years, but the quality of lighting is low.

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Furniture- The library shelving is 84' high which is higher than most contemporary libraries, which use 66' high shelving, so that patrons and staff can see throughout the library. However, in order to house the large collection owned by the library it appears that the shelving must remain at 84". The existing shelving appears to be in good shape and can be reused in any space upgrade. The tables and chairs were replaced two years ago and can be reused in any renovation. Staff furniture is a collection of twenty-five year old furniture of varying sizes and conditions and should be replaced with contemporary modular workstations.



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B. Mechanical System:

1. Existing HVAC System

HVAC for the existing Takoma Park Library is provided by two (2) independent systems: One (1) a roof top unit (RTU) with DX cooling and gas fired heating and, two (2) a twinned split system air handling (AHU) unit with DX cooling and gas fired heating.

The RTU is a constant volume unit that was installed in 2011 and is in good working condition. The unit serves the administrative offices, the periodical area, and the adult reading section. The supply air is delivered to the various spaces through metal ductwork connected to ceiling mounted diffusers. The constant volume system was modified to provide variable air volume (VAV) boxes in the administrative area to provide minimal zoning temperature control. A single return air grill is located in the center part of the library and has been partially blocked with cardboard to limit the airflow returning to the RTU.

The air handling unit is a twinned gas fired furnace unit with DX cooling and was manufactured in 1994. The AHU serves the children's room. It was installed in 1994, so the equipment is at the end of its useful life. In this system, the supply air is ducted to four ceiling diffusers in the children's room. The air is returned to the unit through four small transfer openings high on the children's room wall to a return wall grill located in the corridor wall outside of the mechanical room.

The capacity of each system is as follows:

<b>Unit No.</b>	<b>Area Served</b>	<b>Total CFM</b>	<b>Outdoor Air CFM</b>	<b>Cooling Capacity MBH</b>	<b>Heating Capacity MBH</b>
RTU-1	Adult Reading/ Admin	6,800	NA	120	140
AHU-1	Children's Room	3,000	NA	60	70

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The restrooms are served by exhaust fans to meet code required ventilation. The reference room is served by an electric cabinet unit heater that is not operated by the library personnel, since the unit was reported and witnessed to not be in good working order. The mechanical room is served by electric unit heaters for freeze protection. The HVAC systems installed in the building are controlled by stand-alone controls.

The AHU serving the children's room was installed in 1994, so the equipment is at the end of its useful life. The RTU system was installed in 2011, so it is in good working condition.



AHU-1 serving the Children's Room



RTU-1 Serving Adult Reading, Admin., & Periodicals



Condensing Units serving AHU-1

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C. Summary

The original library was constructed 60 years ago and the last addition built 45 years ago. The only major improvement to the building infrastructure in the last 45 years has been to install a new roof top mechanical unit serving the adult area. The Children's Room is still served by an old system and the Reference/YA area has a non-operable fan coil. It is assumed that the roof was replaced at some time but, it is not known when. The library is not energy efficient since it has no wall insulation and the windows are not thermally broken. While there is plenty of electrical power, it is not distributed throughout the library making the use of personal electronic devices dependent on the battery life of the equipment.

In conversations with maintenance personnel, fixes to problems in the library have been characterized as "bandaids" to extend the life of a system. Therefore, it is clear that, at some time, the library building will need to be brought up to current codes and its systems and building envelop be made energy efficient. While the library building is not falling apart, the existing systems continue to require maintenance, the envelope does not meet energy standards, the restrooms are antiquated and do not meet standards and shelving does not meet ADA requirements.

It is the recommendation of this report that, if at all possible, the library be brought up to contemporary standards in the next few years. Waiting will only increase the costs of upgrades.

#### IV. SPACE NEEDS

A space needs program has been developed that represents the amount of space the library needs to house the collection, provide appropriate electronic technology, provide space to offer library programs, to accommodate staff needs, and to meet current codes. The analysis illustrates the need for approximately 14,370 SF of space. Since the existing library, together with the two rooms in the community center occupy only 9,430SF, it is the recommendation of the report that the library needs to be expanded by 4,940 SF.



#### Space Program Summary

<b>SUBTOTAL PUBLIC AREA (NSF)</b>	[REDACTED]	8,355
<b>SUBTOTAL MEETING AREA (NSF)</b>	[REDACTED]	1,403
<b>SUBTOTAL STAFF AREA (NSF)</b>	[REDACTED]	1,737
<b>SUBTOTAL ALL AREAS (NSF)</b>	[REDACTED]	11,495
<b>TOTAL W/ 1.25 BLDG GROSSING FACTOR</b> (GSF)	[REDACTED]	<b>14,369</b>
<small>includes mech/ elect rooms,walls, circulation</small>		

EXISTING LIBRARY	[REDACTED]	7,718
Rm A & B & office in COMMUNITY CENTER		1,710
<b>Total</b>	[REDACTED]	<b>9,428</b>

	Adult	Ref	Period	YA	Children	Total
Seating	28	0	6	10	12	56
PC's (includes computer rms A&B)	24	4	0	2	2	32
Multi purpose Rm / children					40	40
<b>Total Seats plus Computers</b>	52	4	6	12	54	128

<b>PUBLIC AREA</b>		Size	No Req'd	Subtotal NSF	Seats	PC's	Net SF
<b>1.00</b>	<b>ENTRY AREA</b>						146
1.01	Entrance & Lobby	80	1	80			
1.02	New book display	20	1	20			
1.03	Public Information, bulletin board, handouts	10	1	10			
1.04	Vending / sitting area	120	0	0			
1.06	Book drop	36	1	36			
1.07				0			
<b>2.00</b>	<b>SERVICE DESK AREA</b>						145
2.01	Circulation/ Reference w/ 3 work stations	135	1	135			
2.02	Self check - 2	15	0	0	Future?		
2.03	Reserves @ 1 SFS @ 60 "	10	1	10			
2.03				0			
<b>3.00</b>	<b>REFERENCE &amp; SERVICE DESKS</b>				0	4	431
3.01	Service ( Ref, other) Desks w/ 1 WS	45	0	0			
3.02	Ready Reference	20	1	20			
3.03	Reference Collection	261	1	261			
3.04	Catalog PAC's	25	4	100			
3.05	copier & counter	50	1	50			
3.06							
<b>4.00</b>	<b>PERIODICALS</b>				6	0	225
4.01	Magazines & Newspapers @ 175 titles	127	1	127			
4.02	Lounge chairs	9	2	18			
4.03	4 person tables	80	1	80			
4.04	carrels	0	0	0			
4.05							
<b>5.00</b>	<b>ADULT COLLECTION</b>				28	24	3,380
5.01	Adult Collection			1920			
5.02	4 person tables	80	4	320			
5.03	Group Study Rooms - 4 capacity	100	1	100			
5.04	carrels	25	2	50			
5.05	lounge chairs	12	6	72			
5.06	PC Workstations-	25	4	100			
5.07	computer rooms - capacity 10	400	2	800			
5.08	Printers / copier	9	2	18			
5.09							
<b>6.00</b>	<b>NON PRINT COLLECTION</b>				0	0	107
6.01	Audio-Visual Collection	107	1	107			
6.02							

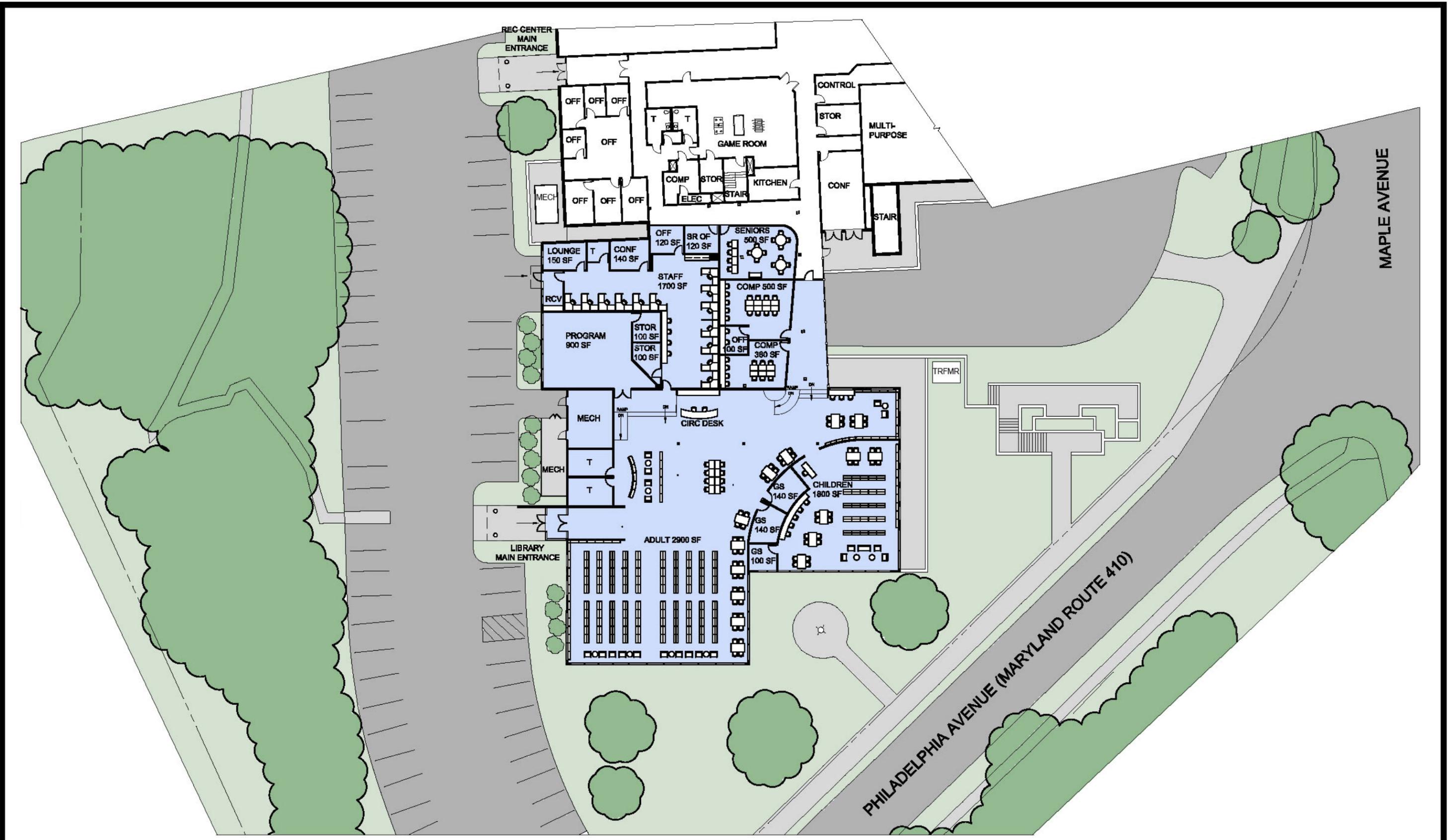
<b>7.00</b>	<b>YOUNG ADULT</b>				10	2	257
7.01	Young Adult Collection						
7.02	lounge chairs, booth, etc	9	2	18			
7.03	4 person tables	80	1	80			
7.04	PC workstations - 2	25	2	50			
7.04	Printers	9	1	9			
7.05	Group Study- 4 capacity	100	1	100			
7.06							
<b>8.00</b>	<b>CHILDRENS COLLECTION</b>				12	2	1,813
8.01	Children's Collection Area			1558			
8.02	Program Space @ 40 children			0			see 10.01
8.03	Program Preparation & Storage Room			0			see 10.01
8.05	Stroller storage	0	1	0			
8.06	Tutoring Room - capacity 4	0	1	0			
8.07	4 person tables, adjustable	80	2	160			
8.08	lounge chairs	9	4	36			
8.09	PC workstations	25	2	50			
8.10	Printers	9	1	9			
8.11	Family Restroom	60	1	64			
<b>9.00</b>	<b>BUILDING SUPPORT</b>						180
9.01	Data / Communications Room	100	1	100			
9.02	Building Storage	80	1	80			
9.03							
<b>10.00</b>	<b>MEETING ROOMS</b>						1,220
10.01	Multi-Purpose Room @ 40 people	800	1	800			
10.02	Storage	100	1	100			
10.03	Public Restrooms	160	2	320			
	SUBTOTAL PUBLIC AREAS ( page 2 )						947
	SUBTOTAL PUBLIC AREAS ( page 3 )						5,737
	SUBTOTAL PUBLIC AREAS						6,684
	<b>SUBTOTAL PUBLIC AREA (1.25 Circ. Factor)</b>						<b>8,355</b>
	<b>SUBTOTAL MEETING ROOM (1.15 Circ.Factor)</b>						<b>1,403</b>



**PUBLIC SHELVING ALLOCATION**

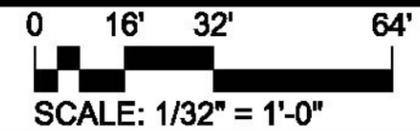
COLLECTION	EXISTING COLLECT	PROPOSED COLLECT	EST. IN CIRC.	NET TO BE HOUSED	NO. OF SFS	AREA REQ'D 9 SF/UNIT
<b>ADULT COLLECTION @ 84"</b>						
<b>Nonfiction</b>		22,078	25%	16,559	110	994
<b>Fiction</b>		13,070	25%	9,803	65	588
Paperbacks		1129	25%	847	6	51
Large Print		214	25%	161	1	12
Oversized		89	25%	67	1	5
New Books		1,395	25%	1,046	9	78
<b>Subtotal Adult</b>	<b>0</b>	<b>37,975</b>	<b>25</b>	<b>28,481</b>	<b>192</b>	<b>1920</b>
<b>NON -PRINT COLLECTION</b>						
Videos, CD, DVD		2864	40%	2,148	11	97
<b>Subtotal Non Print</b>	<b>0</b>	<b>2,864</b>	<b>40</b>	<b>1,718</b>	<b>11</b>	<b>107</b>
<b>REFERENCE @ 42"</b>						
Reference		2607	0%	2,607	29	261
Ready Reference at desk		271	0%	271	2	20
Periodicals Adult		169	0%	169	14	127
Children		20	0%	15	1	11
Newspapers		6	0%	6	1	5
<b>Subtotal Reference</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>47</b>	<b>424</b>
<b>YOUNG ADULT @ 60"</b>						
Fiction			25%	0	0	0
NonFiction			25%	0	0	0
<b>Subtotal Young Adult</b>	<b>0</b>		<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHILDREN</b>						
Juvenile Non Fiction @ 60"		14509	25%	10,882	73	653
Juvenile Fiction incl Biography @ 60"		6971	25%	5,228	35	314
Beginning Readers @ 48"		1049	25%	787	5	47
Picture Books @ 42"		6502	25%	4,877	41	366
Juvenile Reference		298	0%	298	2	22
Paperbacks Series - Fiction		2	25%	2	0	0
Childrens Taped books, Videos & DVDs			25%	0	0	0
Childrens CD		2	25%	2	0	0
Childrens DVD			25%	0	0	0
<b>Subtotal Children</b>	<b>0</b>	<b>29,333</b>	<b>25</b>	<b>22,000</b>	<b>156</b>	<b>1558</b>
<b>STORAGE</b>		<b>3,538</b>	<b>0%</b>	<b>3,538</b>	<b>29</b>	<b>295</b>
<b>TOTAL COLLECTION</b>	<b>0</b>	<b>70222</b>			<b>406</b>	<b>3901</b>





# TAKOMA PARK LIBRARY

# PROPOSED FLOOR PLAN





- REC. CENTER ENTRY  
265 SF
- PORTICO INFILL  
233 SF
- REAR LIBRARY  
2140 SF
- FRONT LIBRARY  
2470 SF
- LIBRARY ENTRY  
2360 SF

# TAKOMA PARK LIBRARY

## PROPOSED FLOOR PLAN ADDITION

