



City of Takoma Park
Library

Library Project Update

September 28, 2022

Library Project Timeline

- Design
- **Relocation of Library and Computer Center**
- Groundbreaking
- Construction, Phase 1 (Library and Computer Center)
- Relocation of Recreation offices
- Construction, Phase 2 (Recreation offices and restrooms)
- Construction completion
- Facilities reopening



Lease Agreement and Relocation

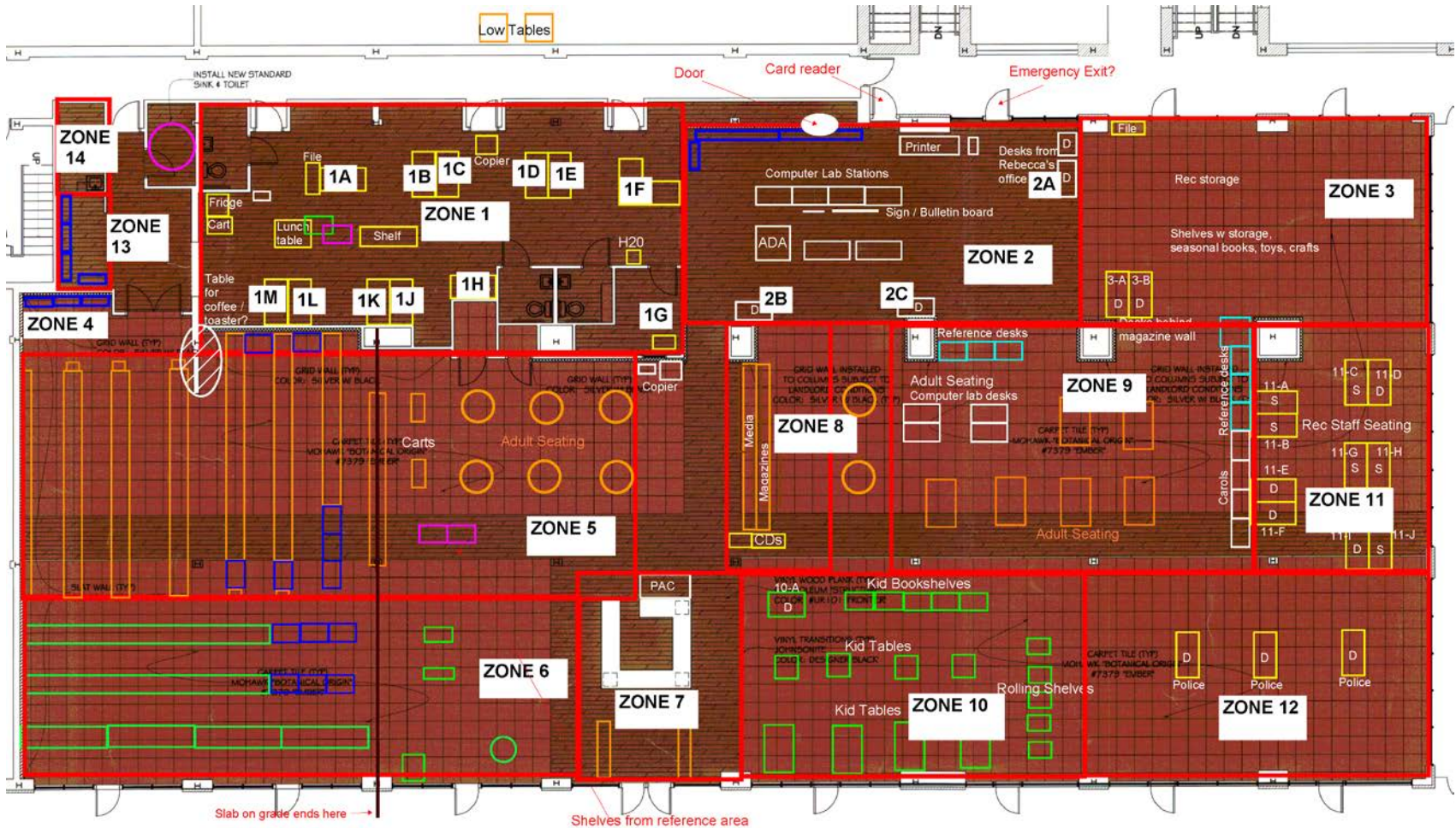
- Lease agreement is fully executed and covers 9/16/2022 – 9/30/2025

Period			Monthly Amount	Annual Amount	% Difference
Commencement	to	September 30, 2023	\$17,470.00	\$209,640.00	-
October 1, 2023	to	September 30, 2024	\$18,170.00	\$218,040.00	+ 4%
October 1, 2024	to	September 30, 2025	\$18,900.00	\$226,800.00	+ 4%

- TPM was awarded the moving services contract as a result of the RFP process. We are in the middle of relocating the Library's and Computer Center's contents, and TPM hopes to be finished by the end of this week.



Space Planning



Interim Space Outfitting

Items completed or in progress:

- **Network access:** IT has already connected us to the City's network and has set up multiple wireless access points with both staff and public networks available.
- **Moving:** TPM is currently moving the Library and Computer Center.
- **Electrical:** Beckstrom is the electrical contractor currently installing power poles to locations that did not have power available when the lease began.
- **Security:** IT will be bringing in additional security measures, including more cameras. They are also working on the phone system and the panic alarms and motion sensors.



Interim Space Outfitting - Budget

	Outfitting	Monthly OPEX
Utilities	\$ 19,000.00	\$ 1,400.00
Gas	\$ -	\$ 500.00
Electrical	\$ 19,000.00	\$ 500.00
Water	\$ -	\$ 400.00
Security	\$ 4,912.95	\$ 26.53
Panic Alarm/Motion Sensors	\$ 4,912.95	\$ 26.53
Cameras	\$ -	\$ -
Phones	\$ 7,945.80	\$ 598.51
Networking	\$ 28,622.00	\$ -
Cabling		\$ -
Network Equipment	\$ 28,622.00	\$ -
Internet	\$ -	\$ -
Miscellaneous	\$ 15,000.00	
Total	\$ 75,480.75	\$ 2,025.04
# of Months until FY24	11	\$ 22,275.44
Total Outfitting Costs	\$ 97,756.19	



Reopening

- Target reopening date is around 10/17, but it may shift if any of the contractors' timelines change
- Beckstrom expects electrical work to take two weeks, starting this morning (Wednesday, 9/28), putting completion around 10/12
- Additional security measures will be implemented while electricians work



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Meanwhile, during the closure

- Staff are updating documents related to daily operations, as well as finalizing circulation policies for hotspots and Chromebooks so those programs are ready to go when we reopen
- Staff are also supervising the movers, making decisions about shelving locations of various collections, creating guides (internal and public-facing) for orienting to the new area (public transit, businesses, etc.), and performing traditional library work like collection development, planning programs, and working with community partners
- Outreach has been a major undertaking, particularly for Youth Services staff who have been facilitating 3 programs every week during the closure, in addition to all of the special events they have planned or at which they have provided programming
 - **16 total programs, for all ages, engaging at least 675 residents**



Construction Schedule

Permitting status

- Department of Permitting Services are the final piece of permitting – we expect their comments any day
- On track to issue the Full Notice to Proceed for October 19

Groundbreaking ceremony

- To be scheduled
- Will include City Council



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Special Projects

Mosaic

- We have found a qualified contractor to remove the mosaic, prepare it for storage, and then transport it to and from storage
- Cost of the above services is \$6,000
- Reinstallation costs will depend on the condition of the mosaic after removal
- Staff are pursuing grant funding for reinstallation through the Maryland Arts Council's Art Conservation grants



Tree Repurposing

- We still intend to work with a local organization called Treincarnation to use the base of the tree trunks to make furniture that can be used in the new building

Communication

Digital

- Insider e-newsletter
- Social media
- City's website
- Emails to all City staff that serve as internal communication and keep everyone informed on staff
- newlibrary@takomaparkmd.gov

Print

- Monthly City newsletter
 - Regular column inclusion
 - Special articles

Schools

- Back to School Night events
- Sunday emails to families

In-person

- Public meeting
- Play Day
- Montgomery College Volunteer Fair
- Smithsonian storytime

Questions?

Contact Information

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