

# Memorial Library - Fiscal Year 2023 Budget Review Summary

## FY 2023 Proposed Operating Budget

Expenditures by Fund Type					
Fund	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	FY 2023 Proposed	\$ Change
General Fund	\$ 32,972,016	\$ 33,361,600	\$ 33,070,500	\$ 34,824,900	\$ 1,463,300
<b>Total</b>	<b>\$ 32,972,016</b>	<b>\$ 33,361,600</b>	<b>\$ 33,070,500</b>	<b>\$ 34,824,900</b>	<b>\$ 1,463,300</b>

Authorized Staffing - All Classifications										
Fund	FY 2021 Approved		FY 2022 Approved		FY 2023 Proposed		Change		% Change	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
General Fund	301	40	303	38	312	29	9	-9	3.0%	-24%
<b>Total</b>	<b>301</b>	<b>40</b>	<b>303</b>	<b>38</b>	<b>312</b>	<b>29</b>	<b>9</b>	<b>-9</b>	<b>3.0%</b>	<b>-24%</b>

## FY 2023 Proposed Operating Budget – Key Highlights

- The County’s contribution is \$25,094,100 – 72.1% of the total proposed funding.
- *Compensation*: (Increased) Due to funding for nine (9) positions and 2% salary enhancements.
- *Fringe Benefits*: (Increased) Due to rising insurance premiums and changes in compensation.
- *Operating*: (Increased) Due to rising insurance premiums associated with cybersecurity and non-English language promotion and advertising.
- *Capital Outlay*: (No change)
- Key Programs/Initiatives: Opened the Hyattsville Branch Library and Surratts-Clinton Branch Library; Designed and built five Commons labs featuring technology labs and work-study fellowship programs; Expanded summer learning programs for teens; Conducted staff race and social equity audit; Expanded language access for French and Dari/Farsi/Pashto speakers.

## Expenditures by Category

Category	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	FY 2023 Proposed	Change Amount	% Change
Compensation	\$ 19,511,510	\$ 20,033,000	\$ 19,927,400	\$ 21,065,500	\$ 1,032,500	5.2%
Fringe Benefits	4,864,460	5,039,300	5,012,700	5,372,600	333,300	6.6%
Operating	8,496,017	8,189,300	8,030,400	8,286,800	97,500	1.2%
Capital Outlay	100,029	100,000	100,000	100,000	-	0.0%
<b>Total</b>	<b>\$ 32,972,016</b>	<b>\$ 33,361,600</b>	<b>\$ 33,070,500</b>	<b>\$ 34,824,900</b>	<b>\$ 1,463,300</b>	<b>4.4%</b>

## FY 2023 - FY 2028 Proposed Capital Improvement Program

	Expended thru FY22	Proposed FY 2023 Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total Proposed CIP Funding
9 Projects	\$98,048,000	\$10,670,000	\$11,716,000	\$18,047,000	\$ 2,600,000	\$2,600,000	\$ 2,600,000	\$ 146,281,000

## Program Highlights

- Funded by General Obligation Bonds (84.1%) and the State (15.9%)
- Key Projects: Baden Library design complete, construction begins FY 2023; Hyattsville Branch Library complete, close out in FY 2023; Surratts-Clinton Library construction complete, close out in FY 2023; Bladensburg Library to be completed in FY 2023; Langley Park Branch design phase begins in FY 2023.



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Audits and Investigations

### MEMORANDUM

April 11, 2022

TO: Jolene Ivey, Chair  
Education and Workforce Development (EWD) Committee

THRU: Turkessa M. Green, County Auditor *TMG*

FROM: Arian Albear, Legislative Budget and Policy Analyst *AA*

RE: Prince George's County Memorial Library System  
Fiscal Year 2023 Budget Review

#### Budget Overview

The FY 2023 Proposed Budget for the Prince George's County Memorial Library System (the "Memorial Library") is \$34,824,900. This is an increase of \$1,463,300, or 4.4%, under the FY 2022 Approved Budget. The increase is driven by an increase in mandated salary requirements, operating funding to support media purchases and periodicals, funding for nine (9) previously unfunded positions, and a 2% salary enhancement for eligible staff. These are partially offset by decreases in assumed vacancy lapses and various operating categories such as utilities and contracts.

#### Budget Comparison

##### Approved Fiscal Year 2022 to Proposed Fiscal Year 2023

Funding Source	FY 2021 Approved	FY 2022 Approved	FY 2022 Estimated	% Change - Est vs App	FY 2023 Proposed	\$ Change	% Change
County Contribution	\$24,802,000	\$ 24,029,800	\$24,029,800	0.0%	\$ 25,094,100	\$ 1,064,300	4.4%
State Aid	7,641,000	7,722,000	7,722,000	0.0%	8,529,600	807,600	10.5%
Interest	19,200	1,200	-	-100.0%	1,200	-	0.0%
Miscellaneous	881,200	800,000	510,100	-36.2%	800,000	-	0.0%
Fund Balance	400,400	808,600	808,600	0.0%	400,000	(408,600)	-50.5%
<b>Total</b>	<b>\$33,743,800</b>	<b>\$ 33,361,600</b>	<b>\$33,070,500</b>	<b>-0.9%</b>	<b>\$ 34,824,900</b>	<b>\$ 1,463,300</b>	<b>4.4%</b>

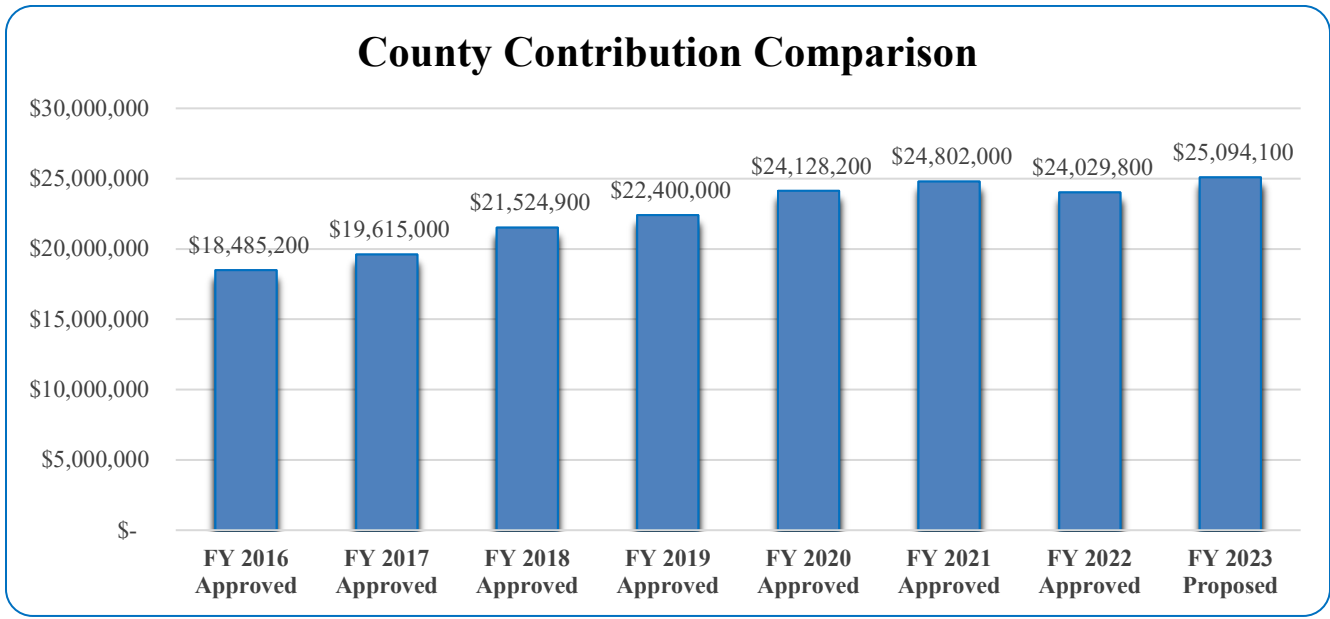
#### Authorized Staffing

	FY 2022 Approved	FY 2023 Proposed	Change Amount	Change Percentage
Full-Time	303	312	9	3%
Part-Time	38	29	-9	-24%
<b>Total</b>	<b>341</b>	<b>341</b>	<b>0</b>	<b>0%</b>

**Budget Comparison – Revenues**

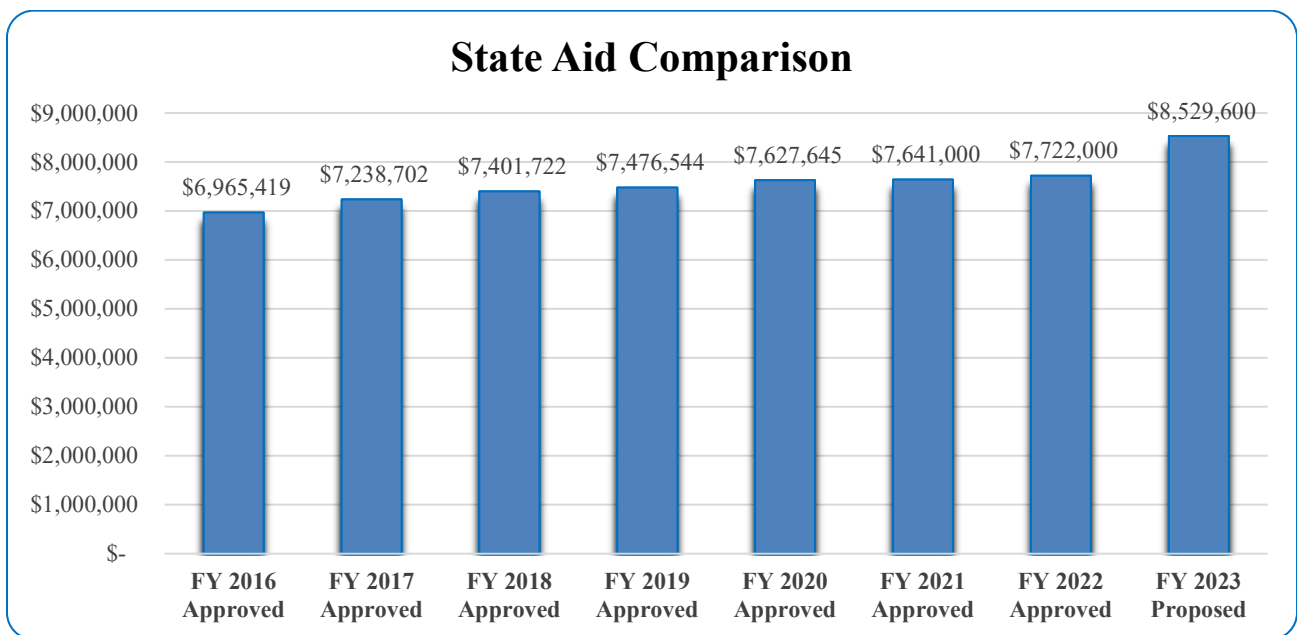
***County Contribution***

- The proposed FY 2023 County contribution to the Memorial Library is \$25,094,100, an increase of \$1,064,300, or 4.4%, over the FY 2022 Approved Budget. The County’s contribution comprises 72.1% of the Memorial Library’s total proposed budget.



***State Aid***

- Proposed State Aid for FY 2023 is \$8,529,600, an increase of \$807,600, or 10.5%, over the FY 2022 Approved Budget. State Aid comprises 24.5% of the Memorial Library’s total proposed funding. State Aid has increased \$1,564,181, or 22%, over the amount provided in FY 2016.



- Maryland HB 685 is expected to increase the State’s per capita expenditures beginning in FY 2024 with an increase of \$0.20 per capita and escalating until reaching \$1.60 per capita in FY 2028. With the additional revenue, the bill imposes some service mandates on local libraries. The estimated increase is found in the chart below:

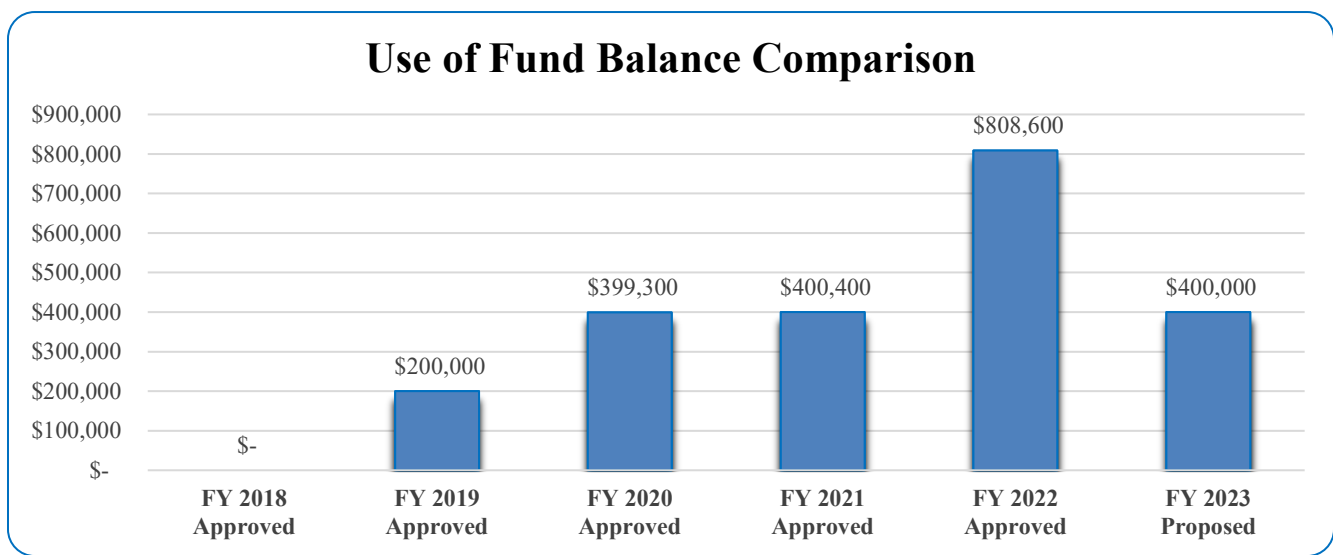
	FY 2024	FY 2025	FY 2026	FY 2027
<b>Increase</b>	\$97,774	\$199,454	\$305,871	\$408,785

**Other Revenues**

- Revenue from other funding sources within the FY 2023 Proposed Budget is \$1,201,200, a decrease of \$408,600, or 25.4%, under the FY 2022 Approved Budget. Other funding sources include revenues generated from interest, detention center costs, and various branch services including the sale of books and materials, copier commissions, printing and account collections, meeting room rentals, passport application fees, and use of fund balance. Other funding sources, comprise 3.4% of the total proposed budget.
- In FY 2022, the Library received several grants including: FCC Emergency Connectivity Fund (FCC), Digital Equity Coordinator, Grant Position (IMLS), City of Laurel ARPA Grant (City of Laurel), Guide to Indigenous Maryland Grant (Maryland State Library), LSTA Funds for Statewide Statistics Project (Maryland State Library), and Maryland Libraries Together Grant (Maryland State Library). The grants totaled \$1,795,828.

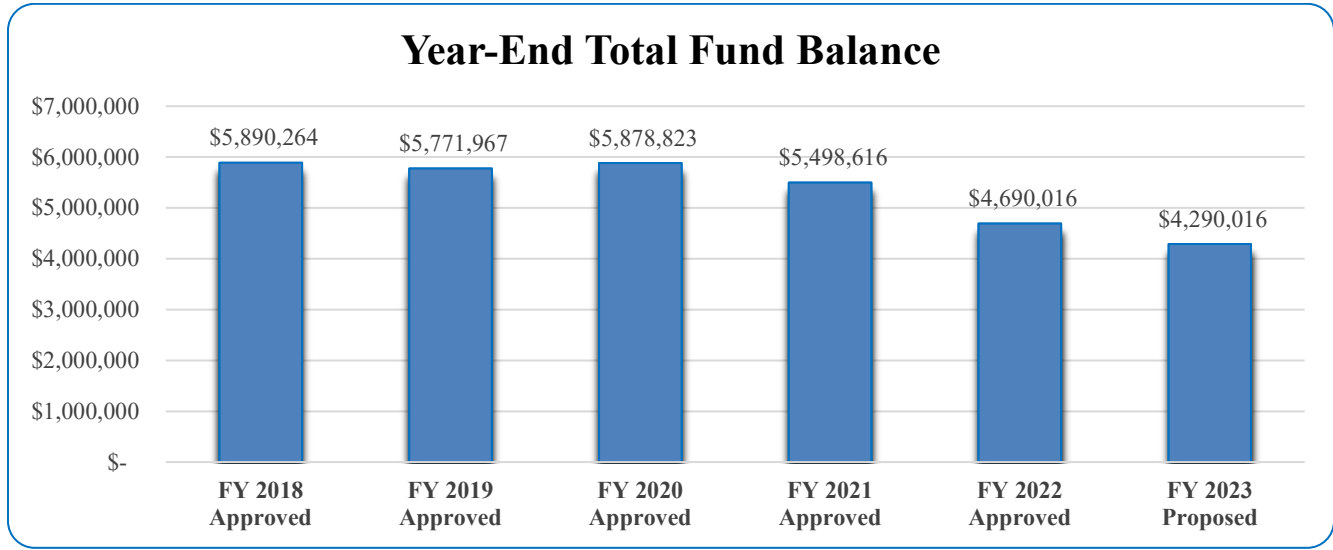
**Fund Balance**

- The Memorial Library proposes to use \$400,000 of their General Fund’s Fund Balance during FY 2023. This is a decrease of \$408,600, or 50.5% from the previous year. The Library’s FY 2023 estimated General Fund Balance is \$4,290,016. Of the total balance, \$1,687,190 is assigned for emergency capital repairs, \$106,856 is for leave payout, and \$2,495,970 is unassigned. Use of fund balance comprises 1.1% of the total proposed budget.



- As a best practice, the Library tries to maintain the following minimum standards:
  - Operating Cash Flow: One and one half (preferably two) months operations for daily activities.

- Capital Improvement Program: Enough cash flow to pay for the upfront costs of CIP projects.
- Capital Renewal Reserve: 5% of the previous year’s approved budget.
- Accrued Compensated Leave, non-current: Enough cash flow to pay for Accrued Compensated Leave. The FY 2021 total is \$3.2 million – the Library does not meet this minimum.



**Budget Comparison – Expenditures**

**Approved Fiscal Year 2022 to Proposed Fiscal Year 2023**

Expenditures	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	% Change - Est vs App	FY 2023 Proposed	\$ Change	% Change
Compensation	\$ 19,511,510	\$ 20,033,000	\$19,927,400	-0.5%	\$ 21,065,500	\$ 1,032,500	5.2%
Fringe Benefits	4,864,460	5,039,300	5,012,700	-0.5%	5,372,600	333,300	6.6%
Operating Expenses	8,496,017	8,189,300	8,030,400	-1.9%	8,286,800	97,500	1.2%
Capital Outlay	100,029	100,000	100,000	0.0%	100,000	-	0.0%
<b>Total</b>	<b>\$ 32,972,016</b>	<b>\$ 33,361,600</b>	<b>\$33,070,500</b>	<b>-0.9%</b>	<b>\$ 34,824,900</b>	<b>\$ 1,463,300</b>	<b>4.4%</b>

**Budget and Staffing, by Division**

Category	FY 2021 Actual	FY 2022 Approved	FY 2022 Estimated	% Change - Est vs App	FY 2023 Proposed	\$ Change	% Change
Public Services	\$ 24,047,705	\$ 24,246,100	\$ 24,040,200	-0.8%	\$ 25,612,700	\$ 1,366,600	5.6%
Administration	1,690,920	1,587,400	1,706,300	7.5%	1,755,600	168,200	10.6%
Support Services	5,406,480	5,524,400	5,506,000	-0.3%	5,608,200	83,800	1.5%
Communication & Outreach	1,826,911	2,003,700	1,818,000	0.0%	1,848,400	(155,300)	-7.8%
<b>Total</b>	<b>\$ 32,972,016</b>	<b>\$ 33,361,600</b>	<b>\$ 33,070,500</b>	<b>-0.9%</b>	<b>\$ 34,824,900</b>	<b>\$ 1,463,300</b>	<b>4.4%</b>

Category	FY 2022		FY 2023		Change		Change	
	Approved		Proposed		Amount		Percentage	
	FT	PT	FT	PT	FT	PT	FT	PT
Public Services	213	26	222	17	9	-9	4.2%	-34.6%
Administration	11	3	11	3	0	0	0.0%	0.0%
Support Services	65	9	65	9	0	0	0.0%	0.0%
Communication & Outreach	14	0	14	0	0	0	100%	0.0%
<b>Total</b>	<b>303</b>	<b>38</b>	<b>312</b>	<b>29</b>	<b>9</b>	<b>-9</b>	<b>3.0%</b>	<b>-23.7%</b>

***Staffing Changes and Compensation***

- Proposed Compensation for FY 2023 is \$21,065,500, an increase of \$570,000, or 2.8%, over the FY 2022 amount. The increase is due to funding for nine (9) previously unfunded positions and a 2% salary enhancement for eligible staff. Anticipated compensation costs include funding for 311 of the 312 full-time positions, and all (29) part-time positions.
- The Library did not provide COLA or merit increases in FY 2022.
- In FY 2023, the Library will be engaged in a class and compensation study while looking at a new staffing model, including reworking job descriptions and employee evaluations, and also working on a pay for performance merit system. Changes will need to be negotiated with the Union.
- The Library would like to move toward having Branch Managers in each facility. Currently, the Librarian III position leads the branches, without the title or grade level pay.
- The Library noted the following critical issues over the next three (3) years:
  - Collective bargaining agreement negotiations.
  - Staff shortages for population served.
  - Lack of staff for new facilities opening in the coming fiscal years.
  - Changing community needs requiring staff with diverse skill sets and operational abilities.
- For FY 2022, the Library has twenty-two (22) funded and one (1) unfunded full-time vacancies and six (6) funded part-time vacancies. This amounts to 7.6% full-time vacancy rate (7.3% funded) and 15.8% part-time vacancy rate (all funded). The positions most affected by attrition are Circulation Assistant, Library Associate, and Librarian.
- By June 30, 2022, 48 employees will be eligible for retirement – amounting to 14% of total personnel. Of the four sectors, 19% of Public Services employees and 26% of Support Services employees are eligible for retirement. The Library estimates that, on average, personnel remains 8-9 years after they are eligible for retirement.
- The Library has budgeted \$89,100 for overtime expenditures in FY 2023.

Year	Approved Overtime Budget	Overtime Expenditures	Actual vs. Approved Variance	
			(\$)	(%)
FY 2020	\$ 95,400	Actual	\$ 120,400	\$ 25,000 26.2%
FY 2021	\$ 99,300	Actual	\$ 88,900	\$ (10,400) -10.5%
FY 2022	\$ 110,070	Actual YTD	\$ 57,500	\$ (52,570) -47.8%
		Projected	\$ 110,070	
FY 2023	\$ 89,100	Budgeted	\$ 89,100	

- The Library continues to engage the community through volunteer activities with 47 volunteers in FY 2022 and 86 potential volunteers expected for FY 2023. Volunteers serve as after-school tutors, translation and inter-cultural services, and special programs with the public.

Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023
Volunteers	45	67	47	86

**Fringe Benefits**

- The proposed FY 2023 Fringe Benefit expenditure is \$5,746,500, an increase of \$707,200, or 14%, over the current year’s approved level of funding due to rising insurance premiums and changes in compensation.

Fringe Benefits Historical Trend							
	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Approved	FY 2023 Proposed
Fringe Benefits	\$ 3,881,637	\$ 3,990,220	\$ 4,469,660	\$ 4,864,460	\$ 4,953,300	\$ 5,039,300	\$ 5,746,500
As % of Compensation	25.2%	24.7%	25.0%	24.9%	25.2%	25.2%	27.9%
Annual % Change	-5.0%	2.8%	12.0%	8.8%	1.8%	1.7%	14.0%

**Operating Expenses**

- Proposed funding for FY 2023 Operating Expenditures is \$8,286,800 and is comprised of the following major items:
  - Periodicals \$3,011,800
  - Office Automation \$1,074,200
  - General and Administrative Contracts \$ 994,800
  - Building Repair & Maintenance \$ 896,600
  - Utilities \$ 863,800
- Operating expenses are proposed to increase by \$97,500, or 1.2%, above the current approved level. This includes reductions in periodical purchases and building repair and maintenance. Proposed operating expenditures are comprised of the following major items:

Operating Objects	FY 2021 Actual	FY 2022 Budget	FY 2023 Proposed	FY 2022 - FY2023	
				\$ Change	% Change
Periodicals	\$ 85,480	\$ 108,400	\$ 216,600	\$ 108,200	99.8%
Office Automation	776,480	235,000	308,400	73,400	31.2%
General & Administrative Contracts	3,263,240	2,950,000	3,011,800	61,800	2.1%
Building Repair/Maintenance	1,184,710	1,046,410	1,074,200	27,790	2.7%
Utilities	39,080	82,390	101,900	19,510	23.7%
Insurance Premiums	21,430	26,400	26,500	100	0.4%
Telephone	45,560	60,700	60,700	-	0.0%
General Office Supplies	52,860	55,300	55,300	-	0.0%
Office and Operating Equipment Repair/Maintenance	2,560	20,000	20,000	-	0.0%
Advertising	10,540	14,000	14,000	-	0.0%
Travel & Training	115,190	117,500	117,400	(100)	-0.1%
Gas and Oil	3,430	16,100	10,900	(5,200)	-32.3%
Vehicle Equipment Repair/Maintenance	320,210	309,400	298,800	(10,600)	-3.4%
Membership Fees	1,100,780	907,700	896,600	(11,100)	-1.2%
Equipment Lease	668,450	883,800	863,800	(20,000)	-2.3%
Printing	219,960	242,100	215,100	(27,000)	-11.2%
Mileage Reimbursement	585,961	1,114,100	994,800	(119,300)	-10.7%
<b>TOTAL</b>	<b>\$8,495,921</b>	<b>\$ 8,189,300</b>	<b>\$ 8,286,800</b>	<b>\$ 97,500</b>	<b>1.2%</b>

- FY 2023 General Office Supplies expenditure increase of \$108,200 is proposed for additional operating support to match additional staffing.
- FY 2023 cost decreases are primarily to align with agency request.

### ***Capital Outlay***

- Capital Outlay expenditures are proposed to remain constant at \$100,000 for FY 2023. The Library anticipates continuing to replace the fleet vehicles during FY 2023.

### **HIGHLIGHTS**

The Prince George’s County Memorial Library System provides high quality library services through the utilization of a broad range of contemporary media and technologies available to public libraries. The Library administers the policies set forth by the Board of Library Trustees and provides for and delivers library services through four (4) major activities: Public Services, Administration, Support Services, and Communication and Outreach.

- The Library is governed by a Board of Library Trustees (Board) which is a policy making body that guides the development of library services. The Board consists of seven (7) volunteer members appointed by the County Executive. The term of one (1) Board Members has expired.  
 The current Members are:

- Toni A. Smith, President (4/1/2020 – 12/31/2024)
- Brett Crawford, Vice President (4/1/2020 – 12/31/2024)
- Sylvia Bolivar (2016 - 12/31/2021)
- Dr. Hiram Larew (4/1/2020 - 12/31/2023)
- Angela D. Smith (4/1/2020 - 12/31/2024)
- Dr. Arthuree R. M. Wright (2016 - 12/31/2022)
- Samuel A. Epps, IV, Political Director (ends 12/31/2024)



- The Strategic Focus and Initiatives in FY 2023 include:
  - ❖ Provide information resources with a customer-focused collection of materials in print, electronic, and other formats;
  - ❖ Increase early childhood literacy skills in children from birth to age five;
  - ❖ Provide public access to the Internet; and
  - ❖ Embrace culture, inclusion, and social justice, promote lifelong learning for all, foster economic growth through career & business development, champion creatives, and develop skills for healthy living for all County residents.
- Some of the Library’s notable achievements during FY 2022 include:
  - ❖ Opening the new Hyattsville Branch Library and Surratts-Clinton Branch Library;
  - ❖ Designing and building the five Common labs (Beltsville, Bladensburg, Fairmount Heights, Largo-Kettering, and Oxon Hill) which feature technology labs and work-study fellowship programs;
  - ❖ Expanding the Library’s summer learning programming for teens;
  - ❖ Conducting an all staff race and social equity audit; and
  - ❖ Expanding language access for French and Dari/Farsi/Pashto speakers through programs, outreach and communications.
- The Library’s Strategic Framework 2021-2024 can be found by visiting: <https://pgcmls.libnet.info/strategic-plan/strategic-plan>. FY 2023 is the last phase of the framework: “Phase VIII: Refine and Embrace.”

### **Information Technology (IT) and other Equipment**

- The Library noted the following IT Initiatives (total project costs in parentheses) planned for FY 2023:
  - ❖ Public Computer Upgrades (\$233,900)
  - ❖ Two-Factor Authentication (\$38,000)
  - ❖ Cloud-backout solution with anti-ransomware protection (Rubrik) (\$90,018)
  - ❖ Cyber security assessment and cyber incident response retainer (\$121,250 - \$211,250)
  - ❖ Finance Software Replacement (\$172,000)
- The rising cost of cybersecurity needs are a critical issue of concern for the Library.
- Solar panels are installed on the roofs of the Laurel and Hyattsville branches. They are also planned for the new Bladensburg Branch. The Hyattsville branch also has a vegetative roof to assist in mitigating stormwater runoff. The Bladensburg branch will be certified LEED Silver or Gold when complete.
- Electric vehicle charging stations are operational at the Laurel and New Carrollton branches. Charging stations are preparing for activation in the Hyattsville, Bladensburg, and Surratts-Clinton branches. PEPCO-owned charging stations are found in the Largo-Kettering and Spaulding branches

### **Initiatives/Programs**

- The Library noted, among its major program successes and achievement, receipt of the Urban Libraries Council Top Innovator Award in January 2022 for “Creating a Workforce Ecosystem.” Additionally,

PGCMLS established itself as a national leader in community-responsive program and service design, particularly in the areas of race and social equity, language access, workforce development, and innovative strategic partnerships.

- The Library’s primary programmatic expense is the early literacy “Ready to Read: Books from Birth Program,” which was officially rolled out during FY 2019 as part of the County’s New Born Initiative. The Program enables a child to have a home library of 60 books by the time they reach Kindergarten and encourages parents to read with and to their children. As of February 23, 2023, 13,359 children are registered and 8,299 have graduated from the program. Since the program began in July 2017, 509,342 books have been mailed.
- ❖ The Library’s English Language Learner (ELL) programs provide services to non-English Speakers. Programs include: Kids Achieve Club, Leamos, Hispanic Heritage Month, English/French/Spanish/ASL Conversation clubs, Spanish and bilingual read-aloud events, and Café a las cuatro community conversations. Kids Achieve Club is designed to assist children who do not speak English in their home, to get homework help. Leamos is a program to teach illiterate Spanish-speaking adults to read in Spanish first and later English. The Library has added hundreds of new Spanish-language titles to the eBook and eAudiobook collection and other online resources for Spanish children’s eBooks. The Library has also added “Su biblioteca,” a Spanish-language web portal, Spanish-language marketing and communications, a Spanish-language call center, and are piloting Whatsapp messaging for customer chat. There are 48 staff members who are bilingual, out of these 32 speak Spanish, three (3) speak French, one (1) speaks Dari, and one (1) speaks Urdu. Pashto and Dari speaking staff are critical to the New Carrollton area branch. The Library notes that they are unable to meet the needs of speakers of Tagalog, Amharic, Yoruba, Mam, and possibly Russian.
- In collaboration with PGCPs, the Library provides the following non-exhaustive list of services:
  - ❖ LINK card access allowing students to use school IDs as library cards to access the collections and internet service.
  - ❖ Engagement with summer and winter reading challenges.
  - ❖ Digital equity and borrowable technology programs, including Chromebooks, and WiFi hotspots.
  - ❖ Programs and services for English Language Learners (ELLs), including Leamos (Spanish ,literacy), Kids Achieve Club (tutoring for ELL students grades 1-3), and online language learning resources.
  - ❖ Bilingual tutoring for K-12 students.
  - ❖ Immigrant and citizenship services to support family needs.
- In collaboration with PGCC, the Library provides the following non-exhaustive list of services:
  - ❖ Joint cultural and diversity programs.
  - ❖ Joint author events to maximize resources and audiences.
  - ❖ Joint financial literacy programs and promotion of small business and tax preparation services.
  - ❖ Collaboration with History and Humanities departments on various programs.
  - ❖ Consulting with PGCC Library on various subjects.
  - ❖ Referring PGCMLS customers to PGCC adult basic ELL classes.
- The Library is developing the Beltsville Career Center, a designated site for career development and support with funding from the Foundation and partnering with Employ Prince George’s (EPG). EPG will also planning regular service hours at Hyattsville and eventually other branches.

- The COVID-19 pandemic has continued to impact the Library’s operations and programming; however, PGCMLS is begging to return to regular services and hours, where possible. Indoor and in-person programs are expected to resume in Spring 2022 along with virtual programs.
  
- The Library plans to maintain the following services that began as a result of the pandemic:
  - ❖ Consistent and equitable hours across the system
  - ❖ Centralized Call Center
  - ❖ Hybrid programming approach
  - ❖ Telework for qualified employees
  - ❖ Cross-departmental team approach to work
  - ❖ Health and Safety Team

### **Capital Improvement Program (CIP) Overview**

The Memorial Library System is comprised of nineteen (19) branch locations, and one (1) library facility at the County Correctional Center for use by correctional facility inmates.

- Eight (8) branches are located within the Beltway: Fairmount Heights, Hyattsville, Bladensburg, Mount Rainier, New Carrollton, Spauldings, Hillcrest Heights, and Glenarden.
- Seven (7) outer branches are in the southern portion of the County: Accokeek, Largo-Kettering, Oxon Hill, Upper Marlboro, Baden, South Bowie, and Surratts-Clinton.
- Four (4) outer branches are in the northern portion of the County: Bowie, Greenbelt, Beltsville, and Laurel.

New libraries are programmed for underserved areas of the County. Existing library facilities are over 25 years old and require regular inspections, comprehensive repairs, and preventive maintenance. Capital needs are identified and prioritized with special attention given to addressing safety issues and to preserving or preventing further deterioration of libraries. Libraries are used heavily and thus require frequent updating and maintenance.

### **Funding Source:**

- General Obligation Bonds – \$8,184,000; or 84.1%
- State – \$1,549,000; or 15.9%

### **Capital Improvement Budget Overview**

The Library System facility needs are addressed in the FY 2023-2028 Proposed Capital Improvement (CIP) Budget. The Proposed FY 2023 Capital Budget is \$10,670,000. This is \$17,573,000, or 62.2%, under the Approved FY 2022 Capital Budget of \$28,243,000. Total project costs are \$211,382,000, an increase of \$3,750,000, or 1.8%.

Project Name	Est. Comp.	Approved FY 2022-2027 CIP		Proposed FY 2023-2028 CIP			Change in Fiscal Year Budget (FY2022 - FY2023)		Change in Total Project Funding (FY2022 - FY2023)	
		Approved FY22 Capital Budget	Total Approved Project Funding	Expended thru FY22	Proposed FY23 Capital Budget	Total Proposed Project Funding	\$ Change	% Change	\$ Change	% Change
Baden Public Library	FY 2023	\$ 454,000	\$ 2,920,000	\$ 500,000	\$ 2,420,000	\$ 2,920,000	\$ 1,966,000	100%	-	0%
Bladensburg Library Replacement	FY 2023	14,576,000	19,641,000	16,191,000	3,450,000	19,641,000	(11,126,000)	-76%	-	0%
Brandywine Library	TBD	-	21,995,000	-	-	21,995,000	-	0%	-	0%
Glenn Dale Branch Library	TBD	-	21,553,000	-	-	21,553,000	-	0%	-	0%
Hillcrest Heights Branch Library	TBD	-	21,754,000	201,000	-	21,754,000	-	0%	-	0%
Hyattsville Branch Replacement	FY 2022	2,355,000	37,336,000	37,336,000	475,000	37,811,000	(1,880,000)	-80%	475,000	1%
Langley Park Branch	FY 2025	795,000	26,501,000	888,000	1,050,000	26,501,000	255,000	100%	-	0%
Library Branch Renovations 2	Ongoing	2,779,000	42,674,000	29,674,000	2,600,000	45,274,000	(179,000)	-6%	2,600,000	6%
Surratts-Clinton Branch Renovation	FY 2022	7,284,000	13,258,000	13,258,000	675,000	13,933,000	(6,609,000)	-91%	675,000	5%
<b>TOTAL</b>		<b>\$ 28,243,000</b>	<b>\$ 207,632,000</b>	<b>\$ 98,048,000</b>	<b>\$ 10,670,000</b>	<b>\$ 211,382,000</b>	<b>\$ (17,573,000)</b>	<b>-62.2%</b>	<b>\$ 3,750,000</b>	<b>1.8%</b>

The Memorial Library System has nine (9) renovation and construction projects that are ongoing and/or planned in FY 2023. Three (3) projects have total project cost increases over FY 2022. Details and funding requests are discussed below:

- *Baden Public Library (FY 2023 Funding Request: \$2,420,000)*
  - Project is for renovation of an existing building to become the new Baden Branch library to replace the existing facility located in the Baden Elementary School. Project is warranted to meet the needs of the growing community.
  - \$1,549,000 received in State funding from the Maryland State Library Agency.
  - Project Construction is expected to begin in FY 2023 and Completion is also expected in FY 2023.
- *Bladensburg Library Replacement (FY 2023 Funding Request: \$3,450,000)*
  - Project is for design and construction of a new approximately 24,000 square foot branch library to replace the existing branch. This will be the first LEED-certified facility in the library system.
  - Construction began in FY 2021 and will conclude in FY 2023.
- *Brandywine Library (No FY 2023 Funding Request)*
  - Project for a new 25,000 square feet library in the Brandywine area.
  - Project design and construction schedules have not been set.
- *Glenn Dale Branch Library (No FY 2023 Funding Request)*
  - Project for a new 25,000 square feet library in the Glenn Dale area.
  - Library will be co-located with a M-NCPPC community center or recreation center.
  - Project design and construction schedules have not been set.
- *Hillcrest Heights Branch Replacement (No FY 2023 Funding Request)*
  - Project for a new 25,000 square feet library to replace existing one.
  - Project design and construction schedules have not been set.

- *Hyattsville Branch Replacement (FY 2023 Funding Request: \$475,000)*
  - Project consists of building a new one-story, 40,000 square feet facility, with additional study rooms and community meeting space as well as a parking garage. The plan also provides emergency power for a portion of the building to use as a cooling/warming shelter in the event of catastrophic weather.
  - Project will be completed in FY 2022. FY 2023 funding will be used to close out construction costs and architect fees.
  
- *Langley Park Branch (FY 2023 Funding Request: \$1,050,000)*
  - Project for the construction of a new 40,000 square feet library in the Langley Park area to include office and meeting space for local community organizations.
  - The location of the project has not been determined.
  - Design completion has been pushed back to FY 2023 and construction to begin in FY 2024 due to priority ranking and funding availability. Project Completion expected in FY 2025.
  
- *Library Branch Renovations 2 (FY 2023 Funding Request: \$2,600,000)*
  - This project consists of updating and renovating branch libraries including replacing carpeting, roofs, HVAC systems, installing Americans with Disabilities Act (ADA) compliant entrances, fences, walkways, parking lots, and renovating public restrooms.
  - This project also provides a source of funding for unanticipated and/or emergency library renovation projects.
  - FY 2023 funding include interior and exterior painting for the Upper Marlboro branch; window replacement for the Largo-Kettering branch; meeting room and restroom renovation and roof replacement at the Beltsville branch; collection shelving replacements at the Fairmount Heights and Hillcrest Heights branches; and expansion for the DREAM Lab at the Fairmount Heights branch.
  - Renovations undertaken in FY 2022 are found in the *First Round Budget Review Questions*, # 43.
  
- *Surratts-Clinton Branch Renovation (FY 2023 Funding Request: \$675,000)*
  - This project consists of renovating the existing space to create multiple study rooms, a separate teen learning area, and a separate children's room with interactive learning features.
  - The HVAC, restrooms, ceiling, and furnishings need to be refurbished. The lighting needs to be replaced with a more energy-efficient system. Major exterior re-grading and repair of stormwater piping replacement is also part of the project.
  - Project is scheduled for completion in FY 2022. FY 2023 funding will be used to close out construction costs and architect fees.