CALVERT LIBRARY

FACILITIES MASTER PLAN

JUNE 30, 2026

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INSTITUTE of Museum and Library SERVICES

Maryland State Library Agency

The Calvert Library acknowledges with gratitude the help and support of the Institute of Museum and Library Services and the Maryland State Library Agency in the successful development of this project.
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Adopted by the Board of Library Trustees on August 18, 2026.
This Facility Master Plan establishes a long-term vision for library facilities serving the residents of Calvert County, Maryland. While adoption of the plan affirms its use as a planning document, implementation of its recommendations will depend on available resources, evolving community needs and priorities, and specific Board or Executive action as required by law or Library policy.

HBM ARCHITECTURE INTERIOR DESIGN

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TABLE OF CONTENTS

01 Executive Summary

02 Building & User Data

03 Population Mapping

04 About the Buildings & Recommendations for Improvement

- Prince Frederick
- Fairview Branch
- Southern Branch
- Twin Beaches Branch

05 Summary of Recommendations

06 Cost Projections

Appendix A Facilities Condition Assessment

Appendix B Input Gathering

01

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

PROCESS

Noting each facility's condition, location, and capacity to accommodate modern library services is an important part of this Facilities Master Plan. Calvert County's library 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.

This process began with a physical assessment of the buildings both in terms of condition and functionality. Discussions with branch managers and staff occurred during building visits. Branch managers toured the buildings with our team and indicated areas that are working well or that need improvement so we could note these items in real time and while experiencing the space. As recommendations for improvement began to emerge, these were supported by the analysis of building systems, accessibility, and building sites. Then a layer of user data was further incorporated to understand how use of the Calvert Library's facilities has changed over time.

Recommendations for potential future library layouts are based on usage trends, staff input, and community input. 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 and adaptability is key.

This study is intended to be a "working plan" that addresses current conditions while positioning Calvert Library to move forward. Recommendations made in this document are based on the statistics and observations collected from 2021-2025. 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.

ABOUT

Calvert Library's vision is to help create a community that is informed, engaged, and genuinely connected. Their mission is to bring people together, spark curiosity, and enrich the lives of those who live, work, and learn in Calvert County.

Calvert Library's work is grounded in a set of core values. They put the community at the center of everything they do, meeting everyone with respect, reflecting the diversity of Calvert County, and building spaces where all people feel they belong. They believe in lifelong learning, encouraging curiosity, supporting personal growth, and making room to try new things. Even when that means taking risks and learning from mistakes.

Calvert Library also values collaboration, knowing that they are stronger when they partner with others and share resources to better serve the whole community. Finally, they uphold intellectual freedom by ensuring open access to a wide range of ideas and information, so Calvert Library users can read, explore, and think for themselves without fear or judgment.

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EXECUTIVE SUMMARY

STATE GUIDELINES

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) for assistance in planning and documenting the need for expansion and new construction in grant proposals at both the county and state level. Project planning should be based on projected population growth rather than current population.

PLANNING GUIDELINES FOR SQUARE FOOTAGE PER CAPITA
Essential = 1.0 SF
Enhanced = 1.1 SF
Exemplary = 1.2 SF

PLANNING GUIDELINES FOR ITEMS IN THE COLLECTION 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 2024 the statewide average square footage per capita among public libraries in Maryland was less than 0.6 in recent years. Calvert Library is currently providing 73,500 square feet for a population of 93,928, or 0.78 square feet of library space per capita. Well below the "Essential" guideline above. In FY24 Calvert Library circulated 10.07 items per square foot of space.

Calvert Library holds 214,755 items in its collection / 2.27 items per capita. This is below the "Essential" guideline and further indicates an inadequate amount of space. However, as part of the Southern Maryland Regional Library Association, Calvert Library cardholders have access to a total collection of 530,500+ items.

In FY24 there were 8.63 items circulating per capita in Maryland. By comparison, Calvert Library circulated 10.89 items per capita during this time.

Given the rapidly changing nature of library collections, these guidelines include all material formats in addition to bound volumes. It should be noted that electronic formats do not reduce the space needed for library facilities.

USAGE TRENDS

Calvert Library has seen strong growth and diversification in how people use the library. The Library is recovering strongly from the pandemic period, attracting more visits, circulation, program participation, and technology use.

Visits and circulation are climbing

Overall door counts and physical item checkouts increase steadily from 2021 through 2025, with only minor leveling off in the most recent year. Even as total square footage grew with the opening of the new Twin Beaches Branch in 2024, visits and circulation per square foot and per capita remain high, indicating that added space is being actively used rather than sitting empty.

Activity is spreading across locations

Prince Frederick remains the busiest location, but usage at Twin Beaches has risen dramatically since the new facility opened in 2024. Fairview and Southern all show rising visit and circulation numbers, suggesting more balanced use of the system as a whole. The sharp uptick at Twin Beaches after it opened in 2024 underscores the draw of an updated facility.

Programs and attendance are booming

The number of programs offered nearly doubles between 2021 and 2025, with especially large growth in offerings for children ages 0–11 and adults. Program attendance grows even faster than the number of events, showing that more people are choosing to engage with the library through classes, storytimes, and other programs, not just through borrowing.

Technology use remains strong

Public computer minutes jump significantly at all locations between 2021 and 2025 bouncing back post-pandemic, with particularly large increases at Prince Frederick, Southern, and Twin Beaches. Community usage of 3-D printers, meeting room AV use for hybrid programming, WiFi usage and visitors to the Maker Space at Twin Beaches Branch are all steadily increasing year to year. This indicates that, even in a more digital world, in-library technology access continues to be an essential service for the community.

EXECUTIVE SUMMARY

STATEMENT OF NEED

Calvert Library is experiencing strong growth in every aspect of use including visits, circulation, program offerings and attendance are all climbing year over year. These trends demonstrate a clear need to sustain and expand library facilities and technology so we can safely accommodate increasing demand, support more programs, and ensure equitable access to resources across all parts of the county.

The Calvert Library remains well below the “Essential” benchmark of 1.0 square foot per capita. In 2025 Calvert Library provided 0.78 square feet per capita with 4.93 physical visits per SF and circulating 10.14 physical items per SF. With visits continuing to increase, library space is at a premium.

Southern Branch

The Library will be facing costly maintenance improvements in the next 2-5 years at their under-sized Southern Branch, the next building targeted for replacement. Leaving this leased space for a new building would also help to better serve a growing population in Lusby, positioning a new branch in a more central location in the southern portion of Calvert County.

Fairview Branch

Additionally, a new building will be needed to better serve the community in Fairview. The existing building is under-sized and inflexible to accommodate reconfiguration with portions of the adult collections being housed in a hallway. There is a severe lack of seating for customers of all ages, but adults in particular. Two building entrances also cannot be monitored from the service point, adding strain to the already limited library staff.

Calvert Library Prince Frederick & Mobile Services

Prince Frederick needs a comprehensive renovation and expansion of its existing building so that space, layout, and infrastructure match how the facility is used today and how it is expected to grow.

A full interior renovation is needed: finishes, furniture and millwork are dated and no longer support contemporary public service or staff work. Public and staff areas must be resized and reconfigured so that collections, service points, and workrooms are located where patrons and employees can use them most effectively.

The land-locked Prince Frederick building is an ideal candidate for renovation and reconfiguration where internal expansion can be explored. Options include building out the remainder of the second floor and investigating occupancy of a portion of the lower level.

Calvert Library Mobile Services operation requires a facility that supports vehicles, staff, daily operations, and storage needs, whether the service remains in Prince Frederick or moves off-site, possibly to one of the other yet to be built facilities. The ideal facility includes a garage with electrical shore power, bay doors, a loading dock, and a direct interior connection between the garage and office area. The workspace would be designed to support current and future space in addition to a large, flexible workspace for projects. This facility would also support materials handling and storage.

EXECUTIVE SUMMARY

BUILDING CONDITION ASSESSMENT

OVERVIEW OF THE PROCESS

As part of the Master Planning process, it was important to understand the existing conditions of the library buildings, note any maintenance or accessibility issues, and prepare estimates of when these issues should be addressed.

Overall, the County has been doing a great job maintaining the library buildings. Detailed documentation and recommendations with their associated cost information are provided in Appendix A.

OVERVIEW OF UPCOMING IMPROVEMENTS

Across all four locations, 2–5 year improvements focus on targeted upgrades to comfort, accessibility, and system performance rather than major structural work.

- For Prince Frederick, recommended improvements include building envelope repairs, HVAC balancing and ventilation upgrades, acoustic improvements to reduce rain noise and sound transfer, gutter repairs, lighting consistency improvements, and door usability upgrades.
- At Fairview Branch, priorities include ADA restroom renovations, modernization of lighting and ceiling systems, improved entry canopy coverage, parking lot striping adjustments, and replacement of the heating water boiler, along with broader accessibility and layout refinements.
- For Southern Branch, longer-term needs center on replacing select air handling components and a rooftop unit to improve HVAC performance, along with continued attention to air quality and comfort.
- At Twin Beaches Branch, improvements are more modest and include accessibility upgrades, window performance improvements, and routine maintenance and exterior repairs to sustain overall building quality.

SUMMARY OF FINDINGS

Calvert Library Prince Frederick

The library continues to serve the community effectively, but targeted improvements would enhance comfort, accessibility, and overall performance. Priorities include better sound control, more consistent heating and cooling, improved ventilation, easier to use doors, and more functional meeting spaces. Temperature and ventilation issues on both floors point to the need for HVAC balancing and localized exhaust improvements. The roof shows no signs of leakage, though acoustic treatment would reduce rain noise, and gutters require attention due to overflow.

Additional concerns include limited sound separation between spaces, heavy interior doors, and uneven lighting, particularly on the second floor. Replacing the air curtain at the main entrance is a near term priority, with additional building envelope repairs recommended within 2 to 5 years. Overall, the building remains functional, but these updates would improve user experience and support future needs.

Fairview Branch

The library remains functional as a neighborhood branch, but multiple building, site, and system issues limit its alignment with current accessibility standards and service expectations.

Site conditions are generally adequate, though parking stalls are narrow and inconsistently sized, and drainage directs water toward pedestrian areas near the west lot. The main entrance canopy provides limited weather protection.

The building envelope shows several concerns, including roof drainage issues and windows that no longer meet modern energy-efficiency standards. Exterior doors function but have increasingly difficult hardware, and rear-entry accessibility push buttons are not easily usable from a wheelchair.

Inside, the layout lacks clarity and efficiency, with some areas experiencing crowding and poor adjacencies. While baseline accessibility is met, several elements fall short of best practices. Lighting quality is inconsistent, older fixtures persist, and ceiling systems appear dated. Interior wall finishes require frequent repainting due to durability limitations.

BUILDING CONDITION ASSESSMENT

Fairview Branch continued

Building systems show inconsistent HVAC performance affecting comfort. Priority needs include resolving roof drainage coordination, improving accessibility controls, and restoring floor box power. Within 2–5 years, recommended improvements include ADA restroom upgrades, lighting and ceiling modernization, better entry canopy coverage, parking striping adjustments, and replacement of the heating water boiler.

Southern Branch

The Southern Branch Library remains functional and serviceable, but several issues affect comfort, accessibility, and daily operations. Key concerns include lighting and accessibility at the main entrance, HVAC performance and humidity control, sound transfer between study rooms, and weak Wi Fi in some public areas. The building exterior and roof appear stable, with no structural or leakage concerns observed.

Interior finishes are generally in good condition, and a recent carpet replacement improved overall appearance. However, the exterior book drop lock is not functioning and should be addressed as a security priority.

Near term needs include improving entrance lighting and investigating HVAC and air quality concerns, while longer term priorities include replacement of select air handling components and a rooftop unit within 2 to 5 years.

Twin Beaches Branch

The Twin Beaches Branch Library is in good overall condition, with its layout, exterior, and most interior spaces working well. It serves the community effectively and offers a welcoming, civic presence. Some updates would improve accessibility, address window performance, and resolve routine maintenance and comfort issues to better support visitors over time.

Overall, the needs are focused on targeted upkeep, accessibility improvements, and a few exterior repairs, not major structural concerns.

Fairview Branch



Southern Branch



EXECUTIVE SUMMARY

INPUT GATHERING

Multiple methods were used to gather input from the community, stakeholders, and library staff. Below is a brief explanation of what those activities were. A more detailed description along with all of the results from the input gathering sessions are provided in Appendix B. A summary of the responses we received is on the following pages.

Community Surveys

ONLINE SURVEY

Our team provided an online survey asking questions about how customers travel to library locations, how they use both physical library buildings and online services, and showing images selected to spark ideas about the possibilities for renovating existing library facilities, building new library facilities, and locating future library services. Images were selected to inform participants on current national trends and services in public libraries to help define the appropriate trends for each community.

Community Leaders Online Survey

The goal of this survey is to poll leaders from a variety of local organizations on their vision for the future of their libraries, strengthening community partnerships and gain an understanding of what libraries can do to better support their communities.

Staff Survey

The first part of this survey was designed to help us understand how the library building is used throughout the day and the functional efficiencies or inefficiencies that exist. This includes understanding which spaces, collections, and technology draw library users and which area may be under-utilized. The surveys also convey ideas for improvement in terms of the facility, programs, services, and target collections in response to patron use.

The second part of the survey asks questions about the functionality and efficiency of staff work spaces to help us create more useful adjacencies and retool layouts for needed focused and collaborative work.

In-Person Staff Work Session

In the first part of this session we began with collecting feedback on images selected to spark ideas about the possibilities for reconfiguring / renovating library facilities and creating new library buildings.

During the second part of this work session we began working with a blank site to place the library building, parking, drive-up services, entrances, outdoor program space, etc.

The groups then moved inside the building creating ideas for adjacencies, flow, relationships between spaces, customer service, and how to integrate new spaces and services that the Library would like to offer.



EXECUTIVE SUMMARY

INPUT GATHERING

Calvert Library's input-gathering process shows strong agreement across community members, stakeholders, and staff: people value the library system's staff, services, and welcoming atmosphere, while also identifying clear opportunities to improve library spaces, access, collections, and programming.

What Was Heard

Feedback was gathered through community and stakeholder surveys, staff workshops, and an online staff survey, offering a broad view of how Calvert Library is used today and what people want from it in the future. Most community respondents use both library buildings and online services. Feedback came from users of all four branches plus mobile services.



Key Themes Across All Groups

Several themes appeared consistently across staff, community, and stakeholder input:

- **Library staff are a major strength.** Respondents repeatedly described staff as helpful, welcoming, knowledgeable, and essential to what makes Calvert Library successful.
- **Facilities need to grow and adapt.** People want more space for reading, studying, meeting, creating, and gathering, with a better balance between quiet areas and active spaces.
- **More study and meeting space is needed.** Common requests included small study rooms, family study rooms, quiet rooms, flexible meeting rooms, and spaces that support remote work, tutoring, telehealth, and community use.
- **Technology remains a priority.** Community members, stakeholders, and staff all emphasized the need for strong Wi-Fi, public computers, charging, printing, digital literacy support, and technology lending such as hotspots and devices.
- **Makerspaces and hands-on learning are in demand.** Many respondents want more access to makerspaces, media creation tools, Library of Things collections, and classes that help people use new equipment and technology.
- **Digital and physical collections should continue to expand.** Feedback highlighted strong demand for e-books, audiobooks, streaming services, research resources, large print, and better visibility and browsing of physical collections.
- **Children's and teen spaces matter.** Families and staff both called for more age-appropriate youth spaces, caregiver seating, interactive learning features, and stronger teen areas with technology and flexible furniture.
- **Programming is highly valued.** People support more events and learning opportunities for all ages, including children's programs, teen offerings, adult classes, multilingual programs, local history, and technology training.

INPUT GATHERING

Facility Priorities by Location

Branch-level comments also showed some clear patterns:

- **Prince Frederick** is highly valued for programs and staff, but respondents noted concerns about parking, limited space, accessibility, and the need for more children's, teen, study, and meeting space.
- **Fairview** is appreciated as a community asset, but many respondents described it as undersized and in need of more seating, meeting rooms, better parking, and more flexible space.
- **Southern** drew strong calls for a larger or new facility in the southern part of the county, along with better access, quieter space, more meeting rooms, and a location that better serves surrounding communities.
- **Twin Beaches** is often seen as a model for future planning because of its design, amenities, flexibility, and welcoming environment.



What This Means

Taken together, the feedback suggests that Calvert Library is already a highly valued public service and community anchor, but one that needs strategic reinvestment to keep pace with changing expectations and growth.

The strongest areas of overlap between staff and community comments center on flexible spaces, improved access, stronger technology, expanded youth and teen services, and the need to address branch-specific space limitations, especially in Fairview, Prince Frederick, and the southern part of the county.



BEST PRACTICES

The following categories describe national trends in library planning and design. Some of these trends have already been considered for future integration where possible.

Site Selection Considerations

- 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 sites should also be selected to allow for potential future building expansion if possible.

Building Layout Considerations

It is important 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. Spaces should be easily maintainable and thoughtfully designed. 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 further major renovation projects. The focus of long-term adaptability is to ensure that you continue to develop a space for everyone.

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.

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 the 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. Any book drops should feed into a secure and fire-rated room.
- Drive-up service windows are most effective when located in a staff work area that is easily accessed by staff at the circulation desk or in the circulation workroom for efficiency and oversight.
- Attractive and easily maintained landscaping selections that emphasize native plants and sustainable practices

24/7 Access to Physical Materials

- Popular for providing after-hours access to smart lockers where library users can pick up materials on hold
- 24/7 access may not be appropriate for every branch in the system and should be considered based on usage patterns
- Online access to digital materials through the Library's website and the Library's app.

EXECUTIVE SUMMARY

BEST PRACTICES

Entry Experience / First Impressions

- Welcoming entry experience with clear signage and intuitive way-finding
- The entry point 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

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 and work space for a staff member. Consider placement of power outlets for mobile service points
- Service points should be easily identified using way-finding techniques
- Sightlines are very important - both to and from the service point

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, existing 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 and staff.
- Collection use, categories, and volume may need to be reassessed to right-size collections for each location
- Consider incorporating seating in collection areas to encourage browsing and comfort
- Consider a dynamic but still easy to browse collection layout to breakup long runs of linear shelving
- Shelving in central areas could be mobile for flexibility (mobile shelving does contain a wheel-locking mechanism). mobile shelving should not be more than 48" in height. Consider shorter runs of mobile shelves being mindful of weight in order to comfortably move the shelves.

Merchandising & Display

- Materials should be 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. This could be simultaneously decorative adding pops of color, and functional to highlight collections located in that shelving range.
- Consider areas to highlight with LED illuminated feature displays

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 may be 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.

EXECUTIVE SUMMARY

BEST PRACTICES

Children's Areas

- Consider utilizing lighting, color, and changes in flooring / carpeting to better identify the children's area within the library
- In some locations, glass partition walls may also be helpful for noise mitigation while providing visibility
- 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.
- Consider also incorporating more active play elements that are durable but safe pieces that let kids exercise their large muscles.
- 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 labeling 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. This may not be appropriate at all of your locations.
- 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 limited and could be supplemented with some free-standing charging stations. Improving access to power should be a top priority for any building improvement or new construction projects.
- Enhanced Wi-Fi and consistency of access throughout library facilities
- 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. (Although these do depend on outlet placement)
- 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 areas 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.

EXECUTIVE SUMMARY

BEST PRACTICES

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.
- 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. These spaces would otherwise double as study rooms.

Study / Conference Spaces

- Not every library locations current offers enough study rooms. These rooms also have often not been constructed for noise mitigation between rooms.
- A variety of small group study spaces for 1-2 people and 2-4 people are in demand whether they are enclosed for privacy, semi-private, or even created using furniture.
- A number of small group meeting rooms, book-able by groups for small meetings could also be helpful at some locations.
- Study / conference rooms should have access to power. Some may also have integrated technology like access to a screen / video conferencing software / plug and play options.

Meeting / Event / Program Spaces

- Large meeting rooms should have enclosed table and chair storage, a sink area, and if possible, a storage closet / area for more commonly used program items.
- Consider the size of door openings into the meeting room, as these spaces may also be needed to house mobile book displays and shelving if a large event is occurring in the main space.
- Meeting rooms should be equipped with updated, compatible, and easy to use A/V technology. Smart, integrated technology should be considered. Access to meeting spaces is a core service for public libraries and the ability for the public to plug-in and present is necessary.
- 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 overhead 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.

EXECUTIVE SUMMARY

BEST PRACTICES

Restrooms & Wellness Spaces

- 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 / unisex style restrooms should also be provided and not labeled per a specific gender.
- Family restrooms should be located within or near the Children's area. Family restrooms also have child-size fixtures in them.
- Consider providing a restroom with an adult changing table
- Consider providing a sensory / wellness room that can be used by patrons on the autism spectrum, by nursing mothers, etc.

Staff Work Areas

- 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 areas 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
- Consider a "cart corral" area for storing carts
- Consider the location of staff restrooms for privacy

Sustainable Design Considerations

- 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
- Consider adding electric vehicle charging stations at locations where they 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.

Bird Safe Glass

- Bird-safe glass uses visible patterns (dots, lines, etching, or UV coatings) on the outside surface so birds see glass as a barrier instead of open sky or habitat
- Effective designs follow spacing "rules" (like the 2x4 or 2x2 rule), placing small, high-contrast markers no more than a few inches apart so birds will not try to fly between them
- By reducing collisions, one of the leading human-caused bird deaths, bird-safe glass helps protect bird populations while often also improving energy efficiency and comfort in buildings

02

BUILDING & USER DATA

BUILDING & USER DATA

About Calvert Library

Current Service Area Population: 95,783

Median Age: 40.66

Median Household Income: $136,231

Poverty Rate: 3.96%

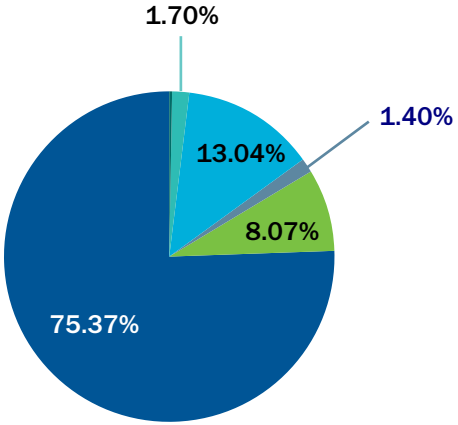
Households with Children: 23.26%

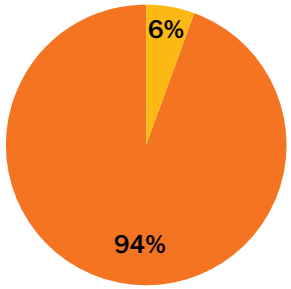
65 Years & Older: 16.12%

Education - Bachelors Degree or Higher: 37.49%

Race	
American Indian or Alaska Native	0.33%
Asian	1.70%
Black or African American	13.04%
Hawaiian or Pacific Islander	0.09%
Other Race	1.40%
Two or More Races	8.07%
White	75.37%

Ethnicity	
Hispanic or Latino	6%
Not Hispanic or Latino	94%





Population information is from US Census Bureau projections for 2025.

How People Are Accessing Library Services in Calvert County

The information below was gleaned from participants who responded to the online community survey.

PREFERRED LIBRARY LOCATION

Prince Frederick	34.2%
Fairview Branch	16.0%
Southern Branch	22.5%
Twin Beaches Branch	24.4%
Combination of in-person and online services	76.7%

AGE RANGE OF RESPONDENTS

Majority of respondents	65-74 years	28.1%
Second	55-64 years	20.1%
Third	75+ years	17.6%

HOW PEOPLE ARRIVE AT THE LIBRARY

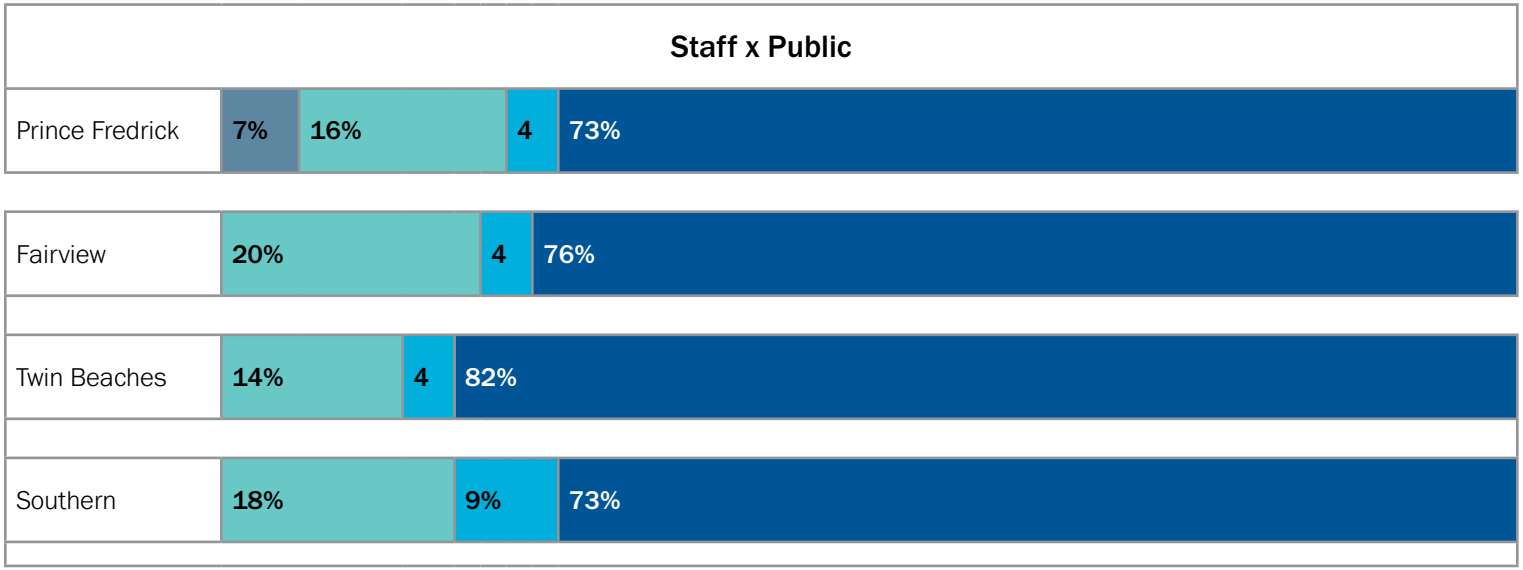
Personal vehicle	90.5%
Public transportation	1.1%
Walk or ride a bicycle	5.1%
Both walk and drive	1.2%
Do not visit in person	1.8%

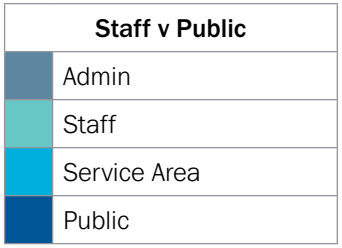
DISTANCE WILLING TO TRAVEL TO THE LIBRARY

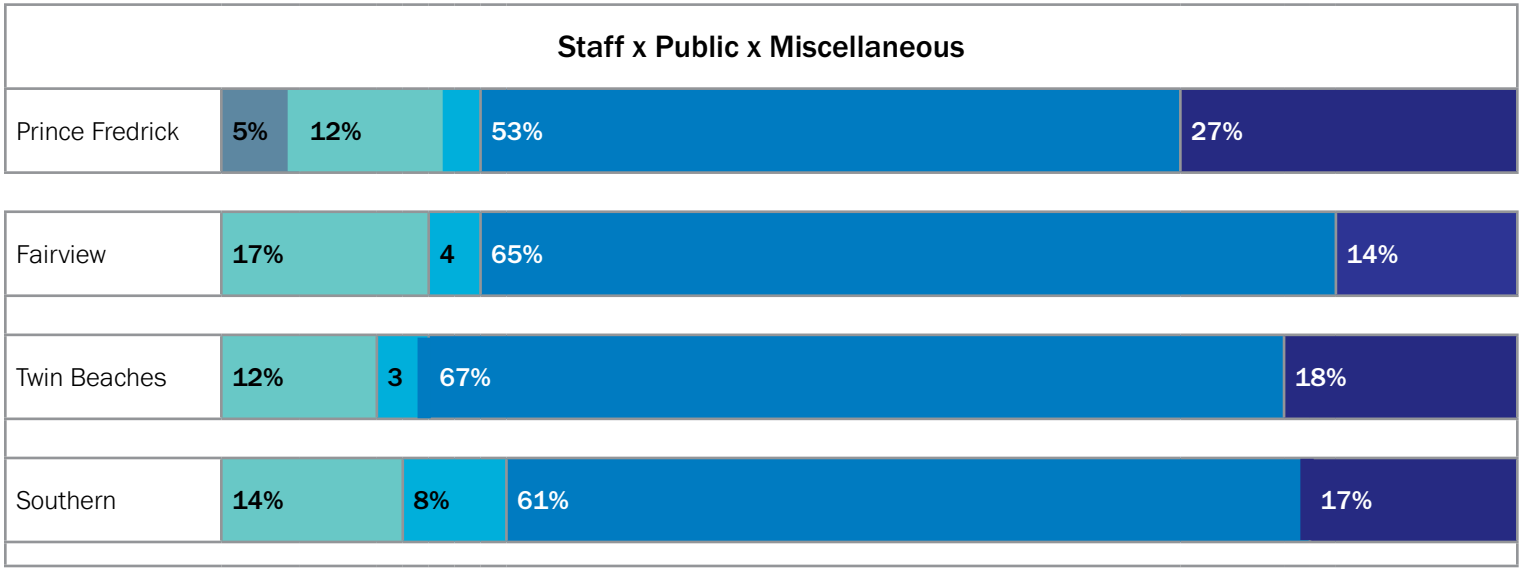
Majority of respondents	not more than 10 miles	26.8%
Second	not more than 15 miles	26.5%
Third	not more than 20 miles	15.8%

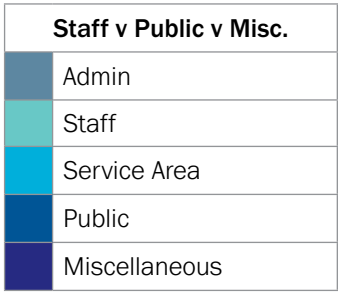
BUILDING & USER DATA

SQUARE FOOTAGE COMPARISONS





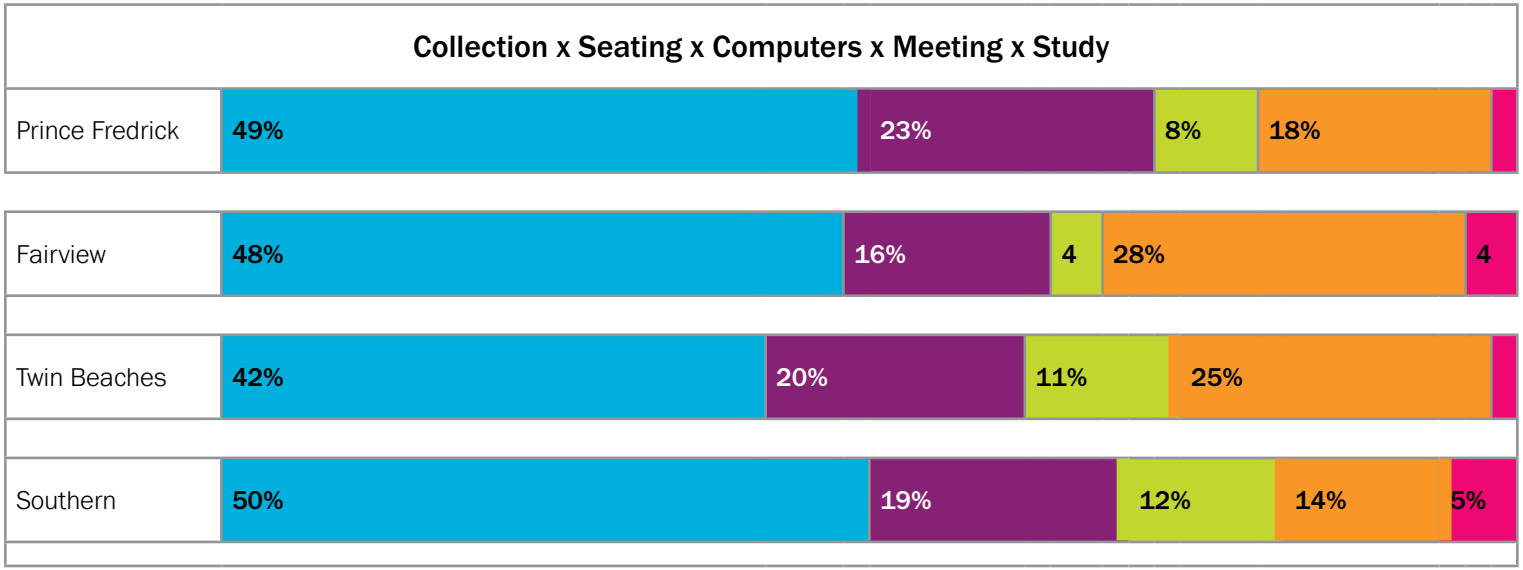




"Miscellaneous" includes stairs, elevators, restrooms, mechanical rooms, and other general building service spaces

BUILDING & USER DATA

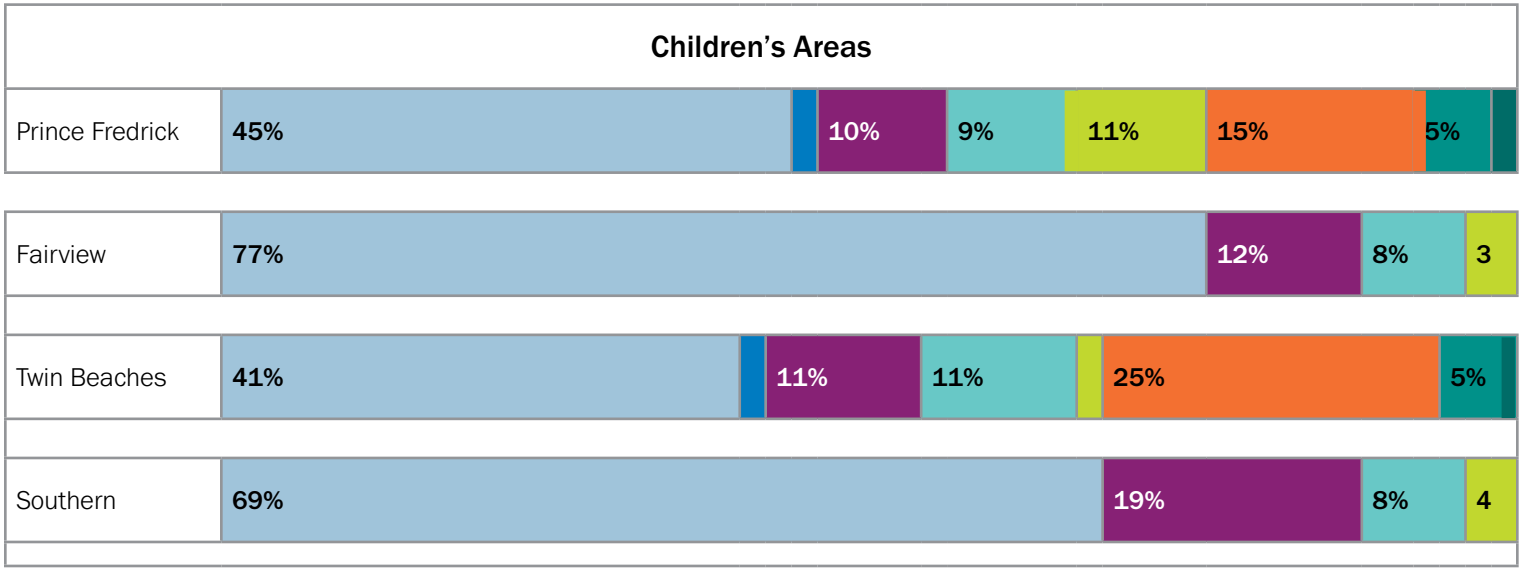
SQUARE FOOTAGE COMPARISONS



Public Space
All Collections
All Seating
All Computers
Meeting Rooms
Study Rooms

"Seating" includes quiet reading rooms

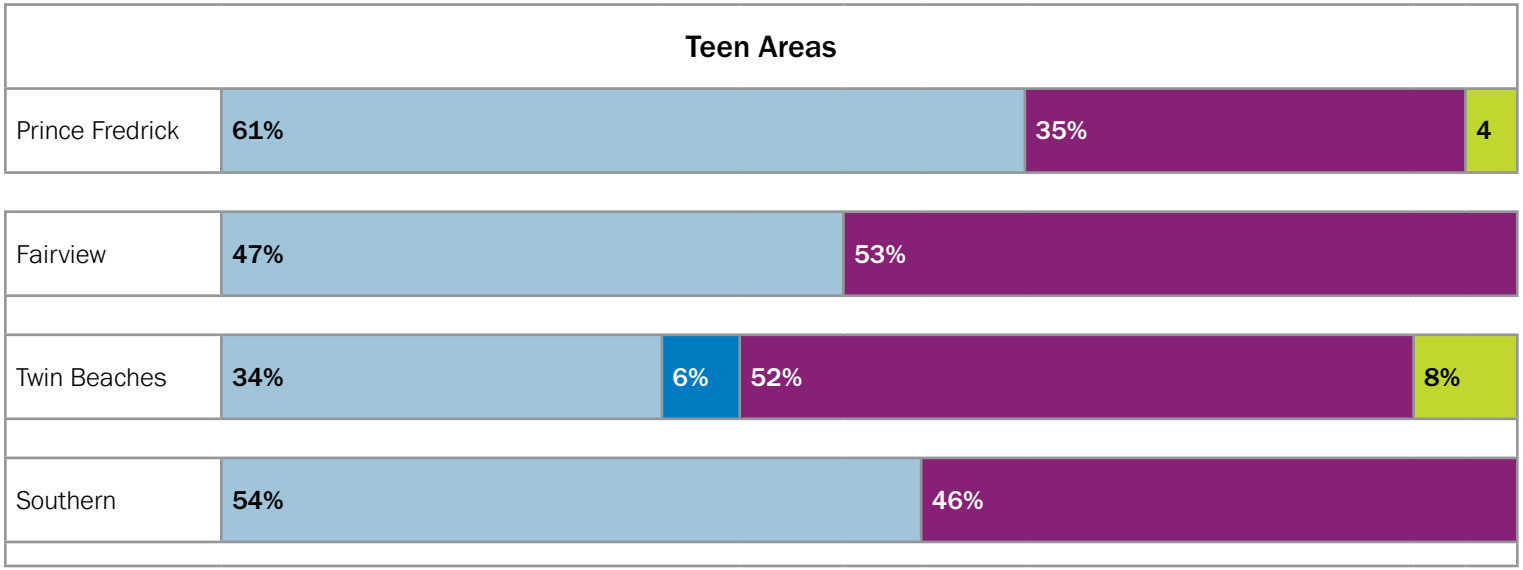
"Meeting Rooms" includes program rooms and maker spaces



Children's Area
Collections
Display
Seating
Play
Computers
Program Room
Staff Desk
Family Restroom

BUILDING & USER DATA

SQUARE FOOTAGE COMPARISONS



Teen Areas
Collections
Display
Seating
Computers



All Public Areas
Adult Collections
Adult Seating
Adult Computers
Teen Area
Children's Area
Meeting Rooms
Quiet Room
Study Rooms
Maker Space
Friends
Terrace Seating

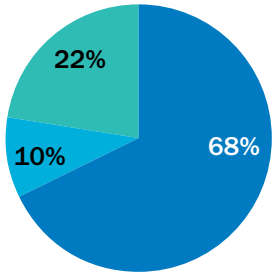
"Seating" includes cafe spaces

BUILDING & USER DATA

SQUARE FOOTAGE VERSUS CIRCULATING COLLECTIONS

PRINCE FREDERICK

COLLECTION SQUARE FOOTAGE

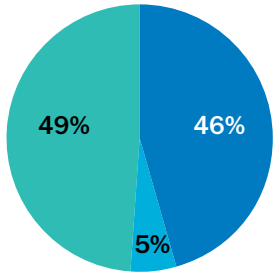


Adult Collection Space: 68%

Teen Collection Space: 10%

Children's Collection Space: 22%

CIRCULATING COLLECTIONS



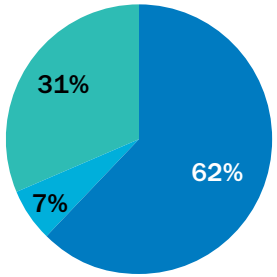
Adult Circulation: 46%

Teen Circulation: 5%

Children's Circulation: 49%

FAIRVIEW BRANCH

COLLECTION SQUARE FOOTAGE

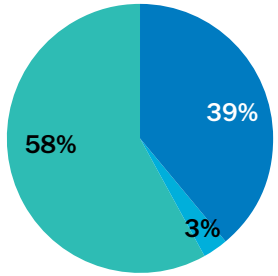


Adult Collection Space: 62%

Teen Collection Space: 7%

Children's Collection Space: 31%

CIRCULATING COLLECTIONS



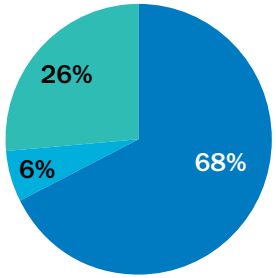
Adult Circulation: 39%

Teen Circulation: 3%

Children's Circulation: 58%

SOUTHERN BRANCH

COLLECTION SQUARE FOOTAGE

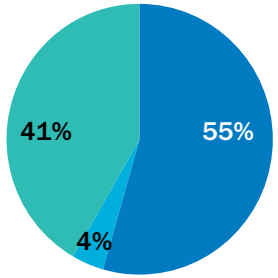


Adult Collection Space: 68%

Teen Collection Space: 6%

Children's Collection Space: 26%

CIRCULATING COLLECTIONS



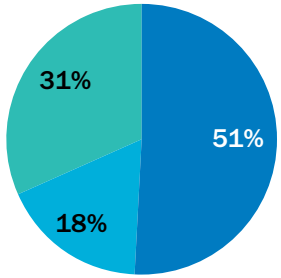
Adult Circulation: 55%

Teen Circulation: 4%

Children's Circulation: 41%

TWIN BEACHES BRANCH

COLLECTION SQUARE FOOTAGE

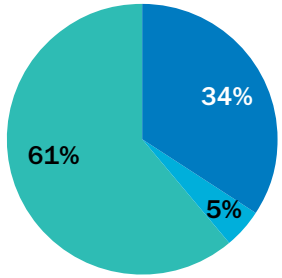


Adult Collection Space: 51%

Teen Collection Space: 18%

Children's Collection Space: 31%

CIRCULATING COLLECTIONS



Adult Circulation: 34%

Teen Circulation: 5%

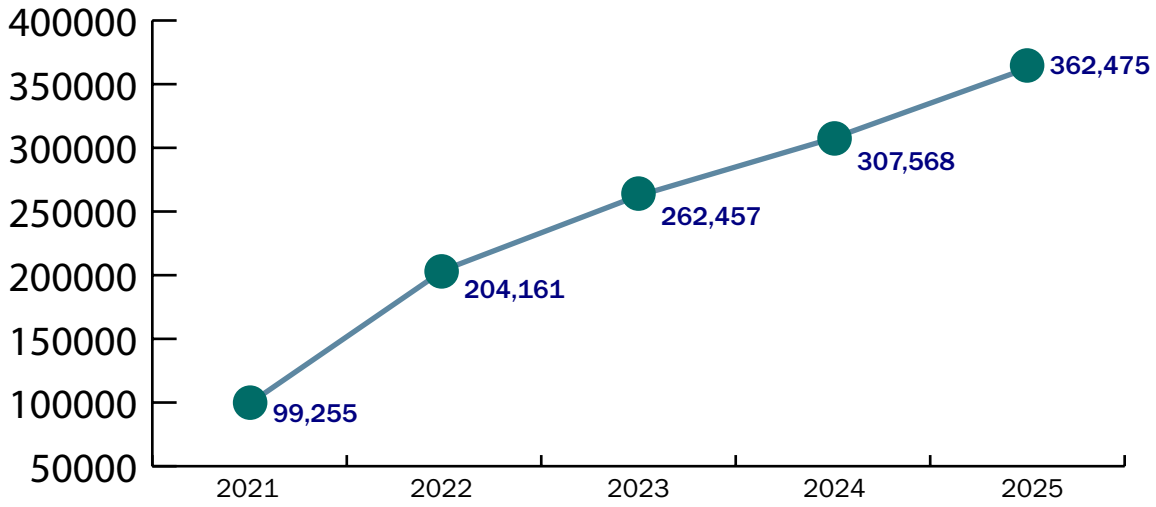
Children's Circulation: 61%

BUILDING & USER DATA

VISITS (DOOR COUNT)

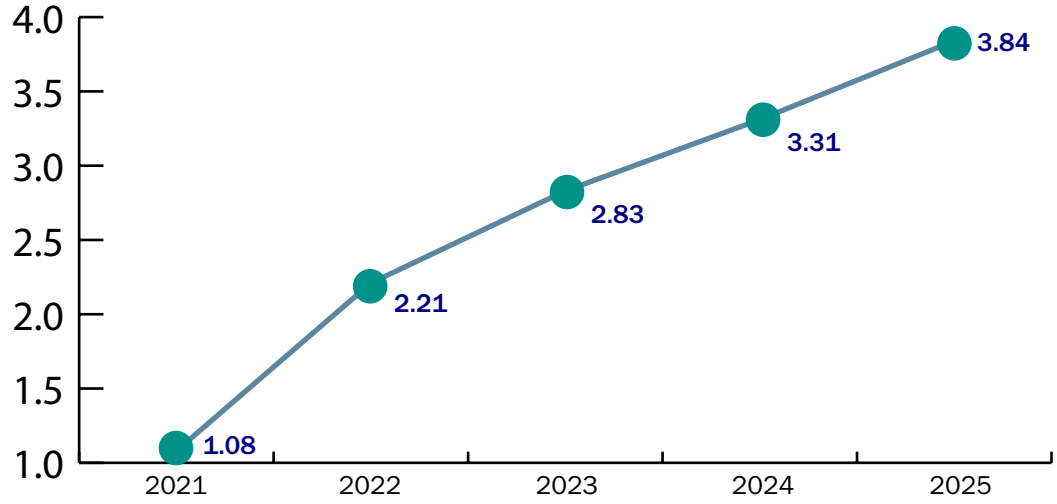
Total Library Visits

FY-2021-2025



Total Library Visits / Capita

FY-2021-2025



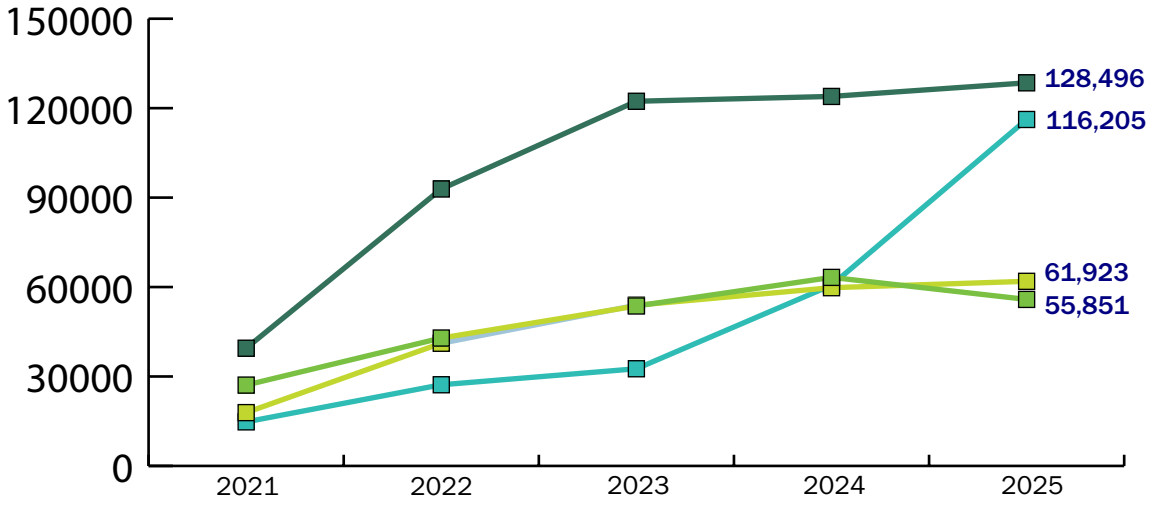
BUILDING & USER DATA

VISITS (DOOR COUNT)

Door Count by Location

FY-2021-2025

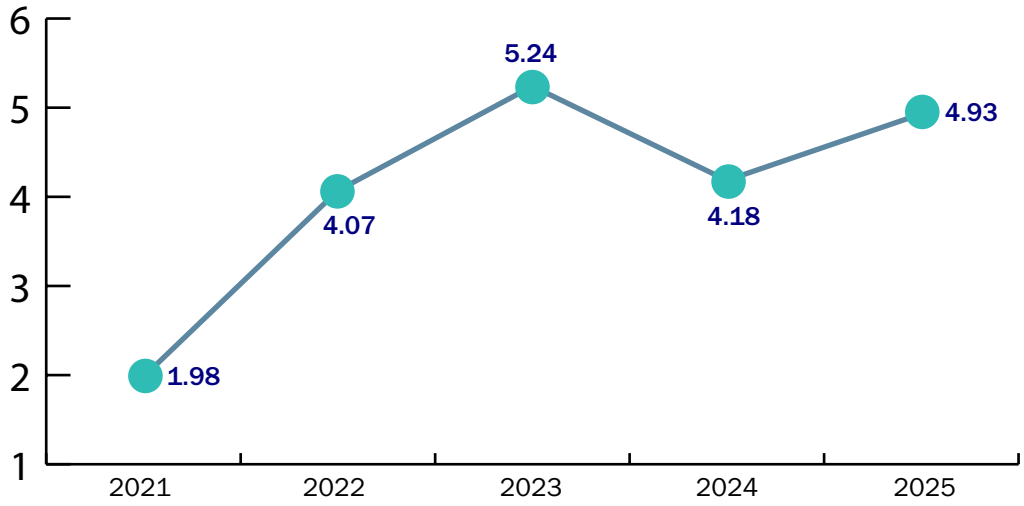
	Prince Frederick Library
	Fairview Branch Library
	Southern Branch Library
	Twin Beaches Branch Library



Total Library Visits / Square Foot

FY-2021-2025

**The total library system square footage increased from 50,120 SF to 73,500 with the opening of the new Twin Beaches Branch Library in 2024.*

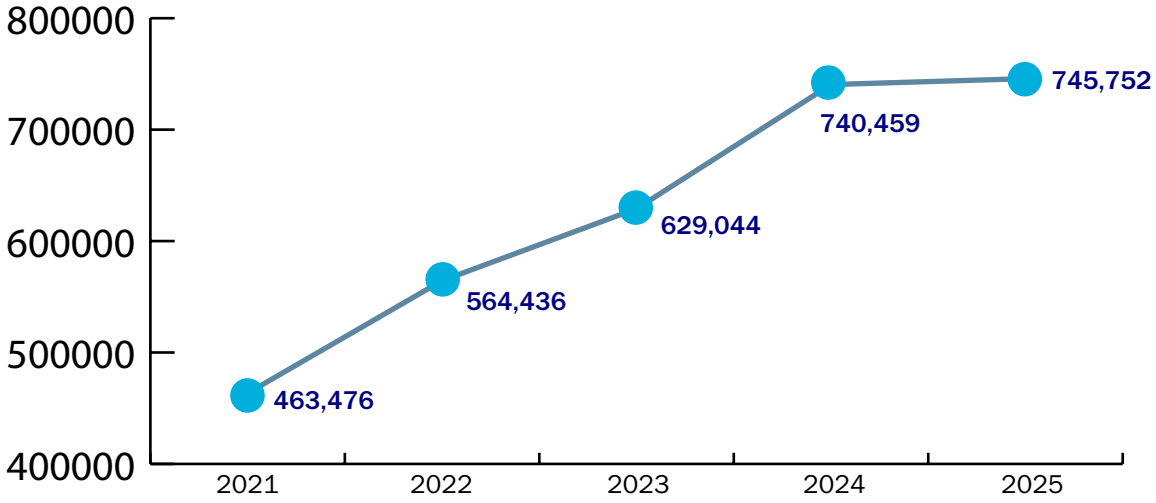


BUILDING & USER DATA

ITEM CIRCULATION

Total Library Circulation (physical items)

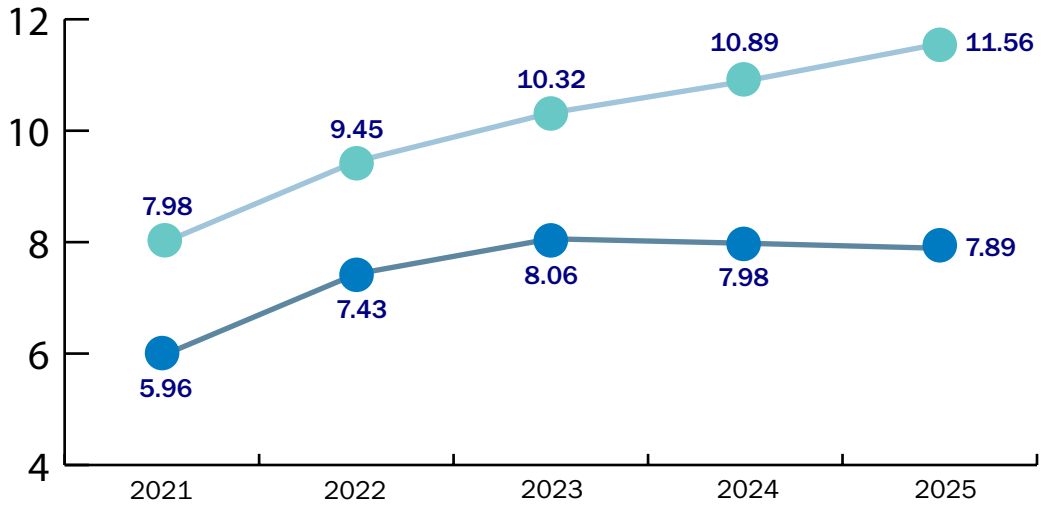
FY-2021-2025



Library Circulation / Capita

FY-2021-2025

	Total Circulation / Capita
	Physical Item Circulation / Capita



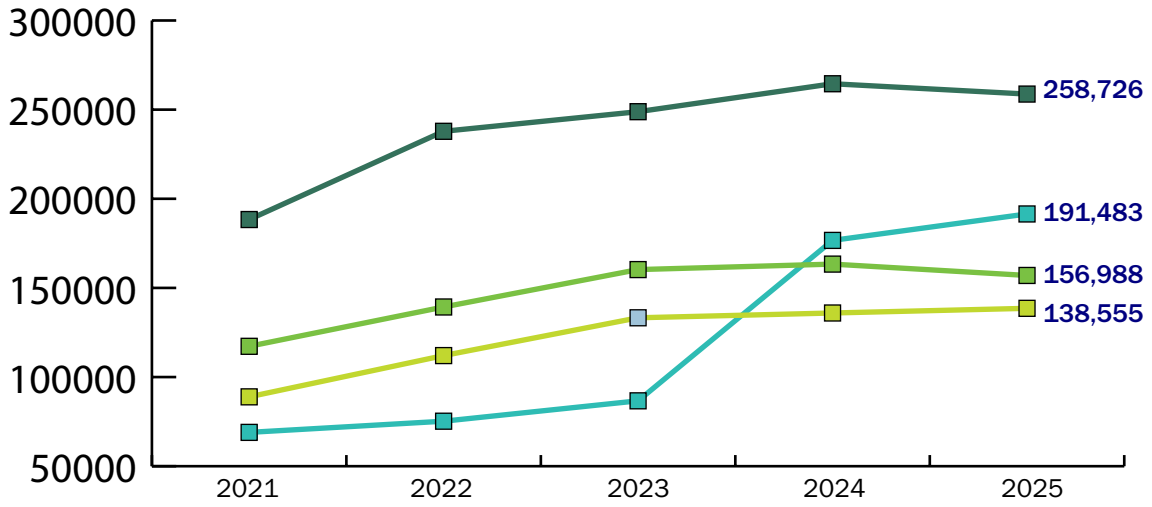
BUILDING & USER DATA

ITEM CIRCULATION

Circulation by Location (physical items)

FY-2021-2025

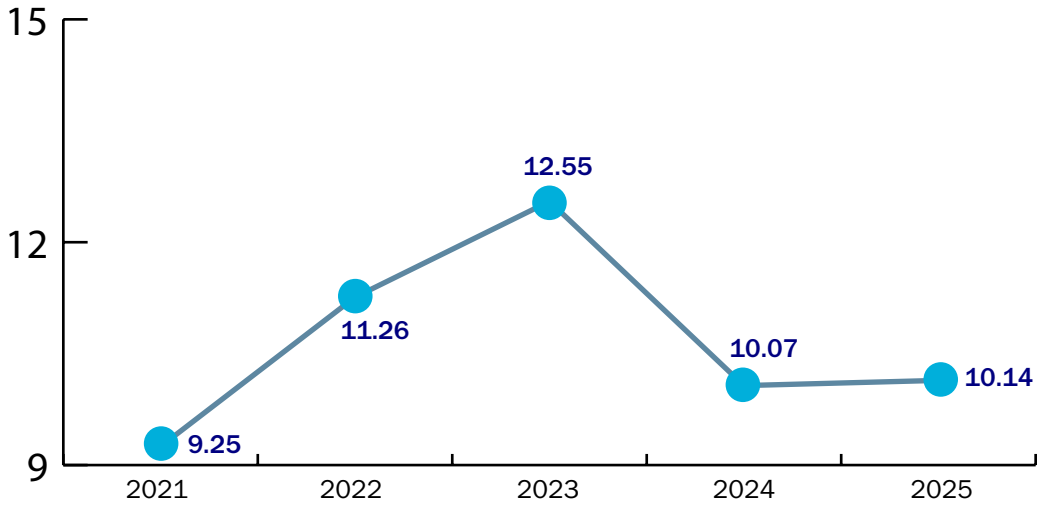
Prince Frederick Library
Fairview Branch Library
Southern Branch Library
Twin Beaches Branch Library



Library Circulation / Square Foot (physical items)

FY-2021-2025

**The total library system square footage increased from 50,120 SF to 73,500 with the opening of the new Twin Beaches Branch Library in 2024.*



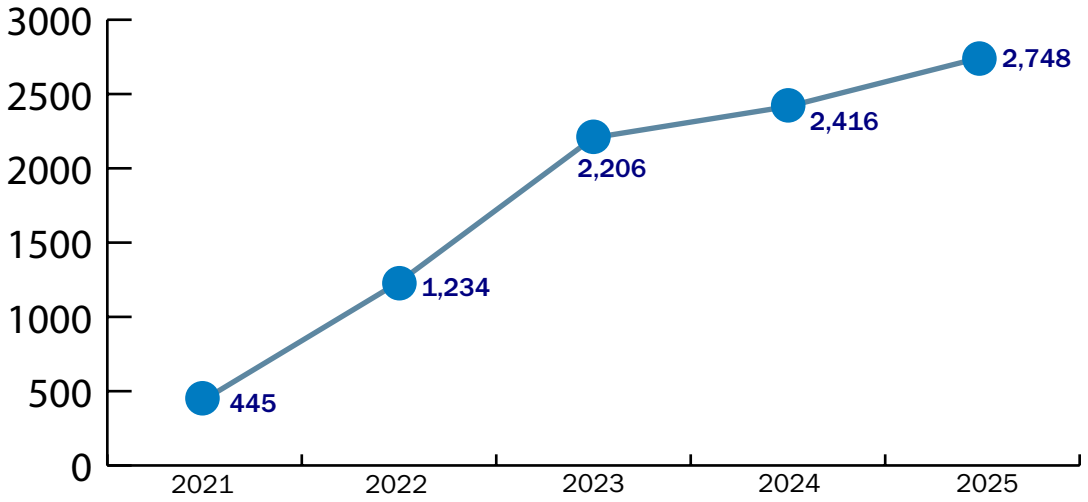
BUILDING & USER DATA

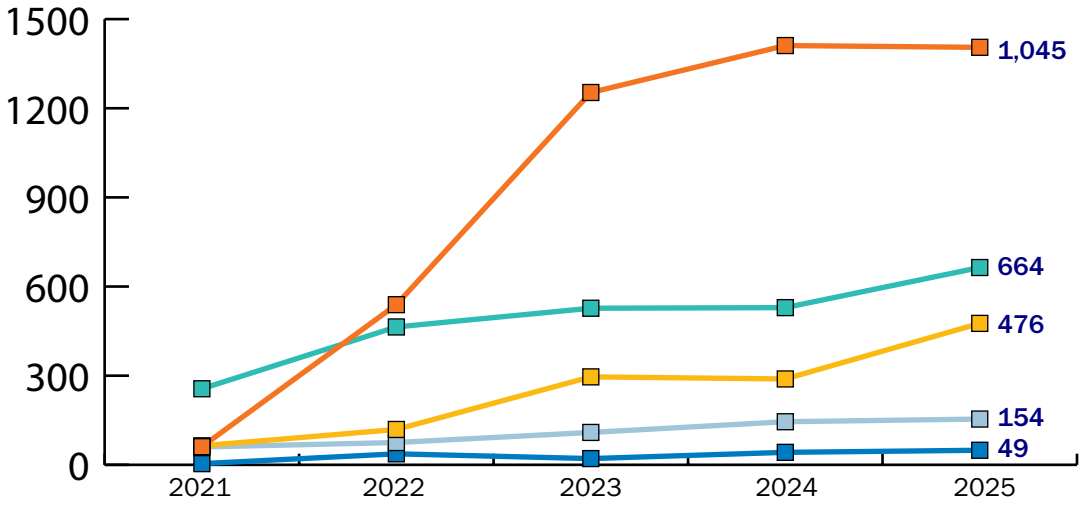
NUMBER OF PROGRAMS

Number of Programs Total

FY-2021-2025

Programs targeting children B-5
Programs targeting children 6-11
Programs targeting young adults 12-18
Programs targeting adults 19+
General interest programs





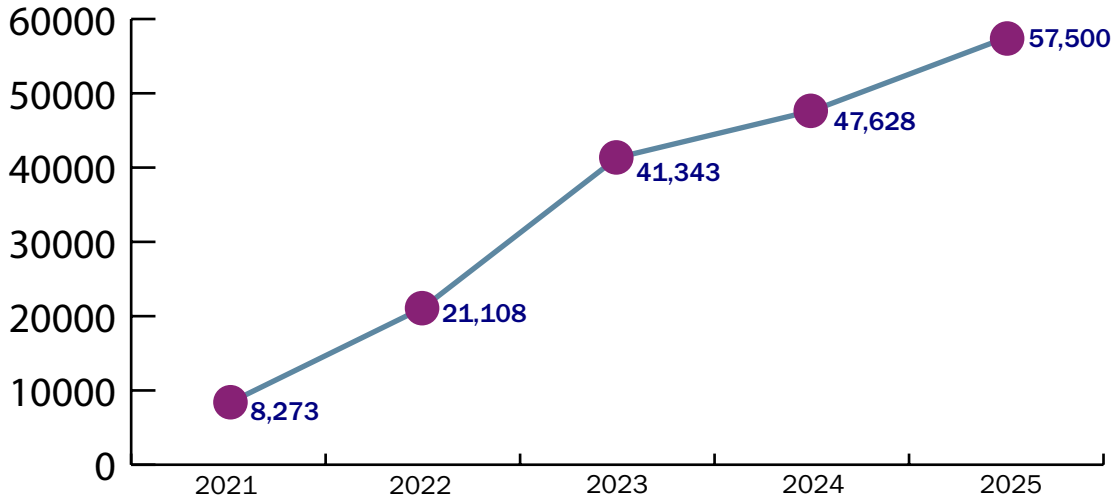
BUILDING & USER DATA

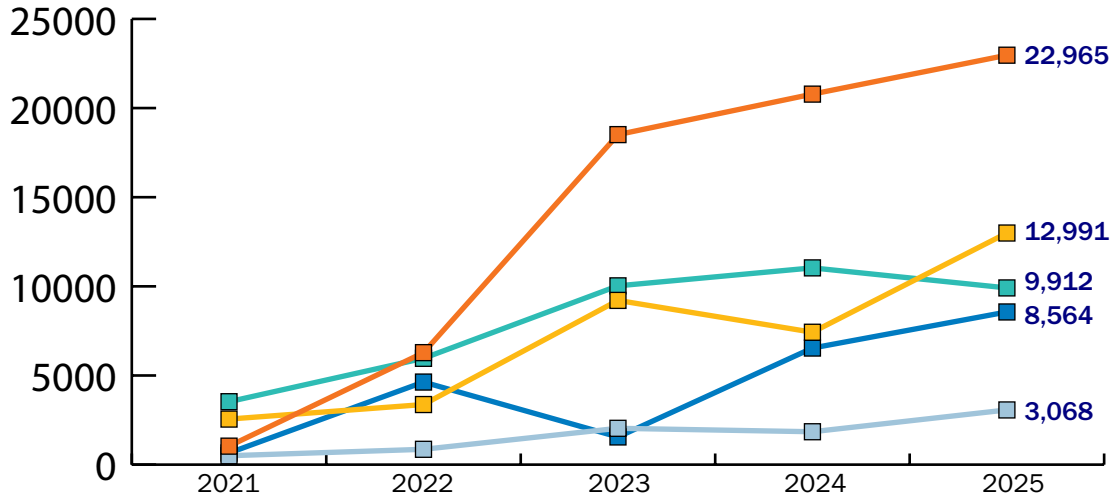
PROGRAM ATTENDANCE

Program Attendance Total

FY-2021-2025

	Programs targeting children B-5
	Programs targeting children 6-11
	Programs targeting young adults 12-18
	Programs targeting adults 19+
	General interest programs



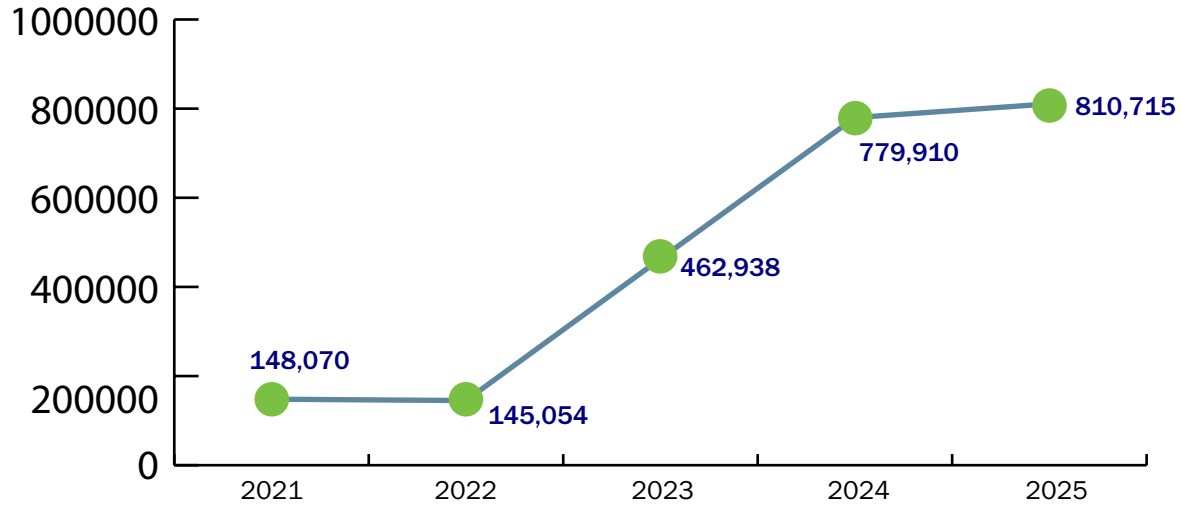


BUILDING & USER DATA

PUBLIC COMPUTER USE (MINUTES)

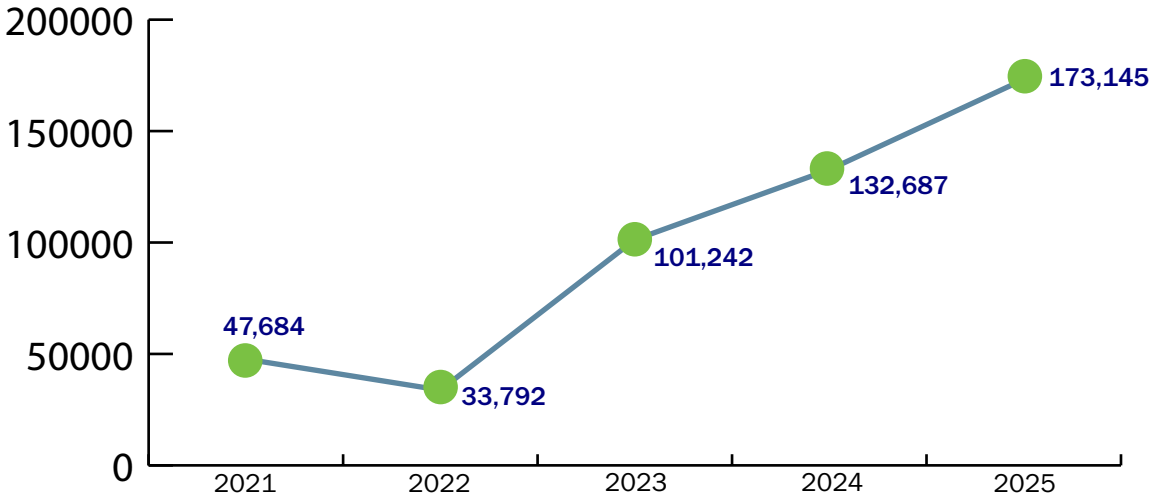
Prince Frederick Library

FY-2021-2025



Fairview Branch

FY-2021-2025

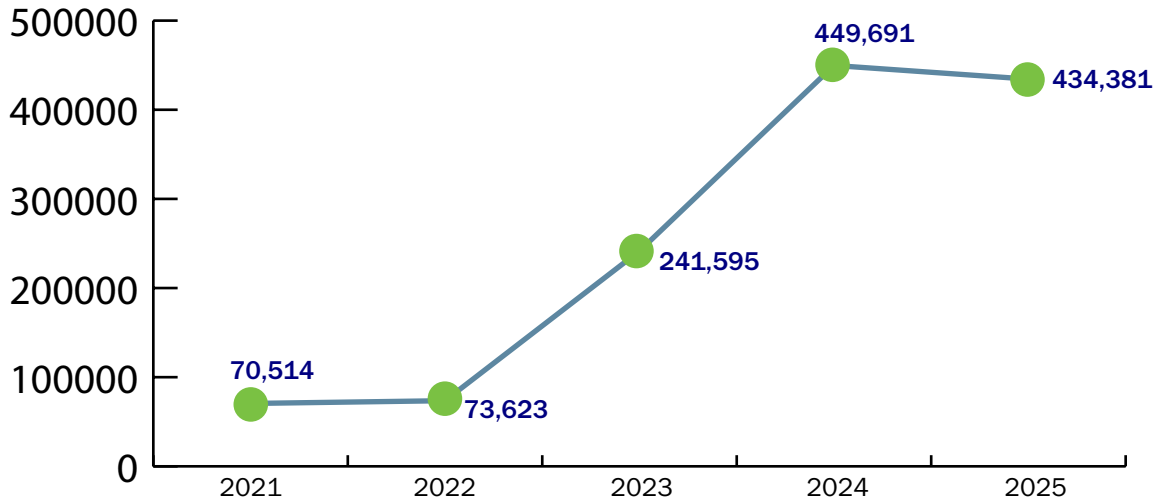


BUILDING & USER DATA

PUBLIC COMPUTER USE (MINUTES)

Southern Branch

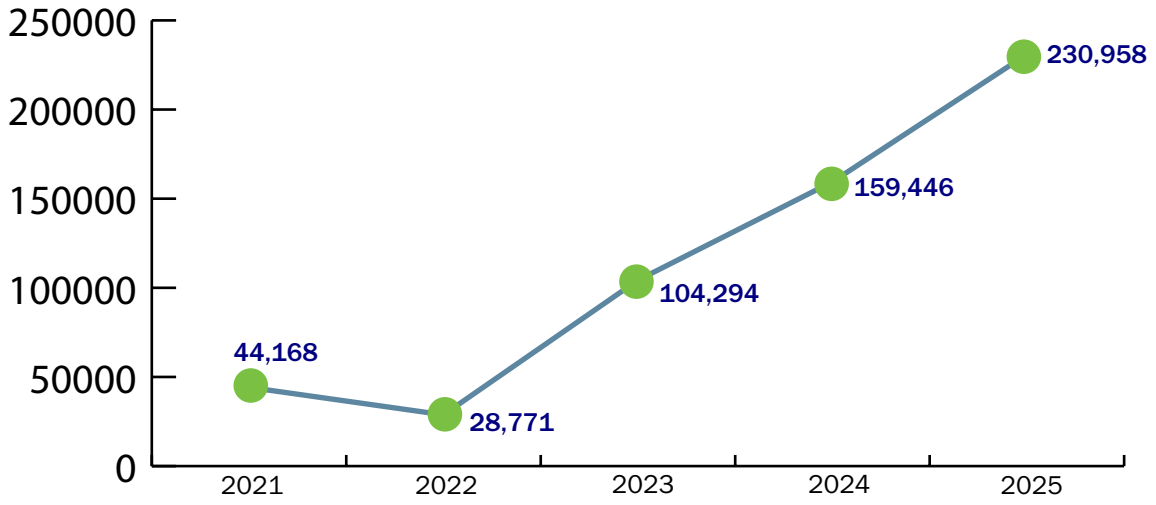
FY-2021-2025



Twin Beaches Branch

FY-2021-2025

**The new Twin Beaches Branch Library opened in 2024.*

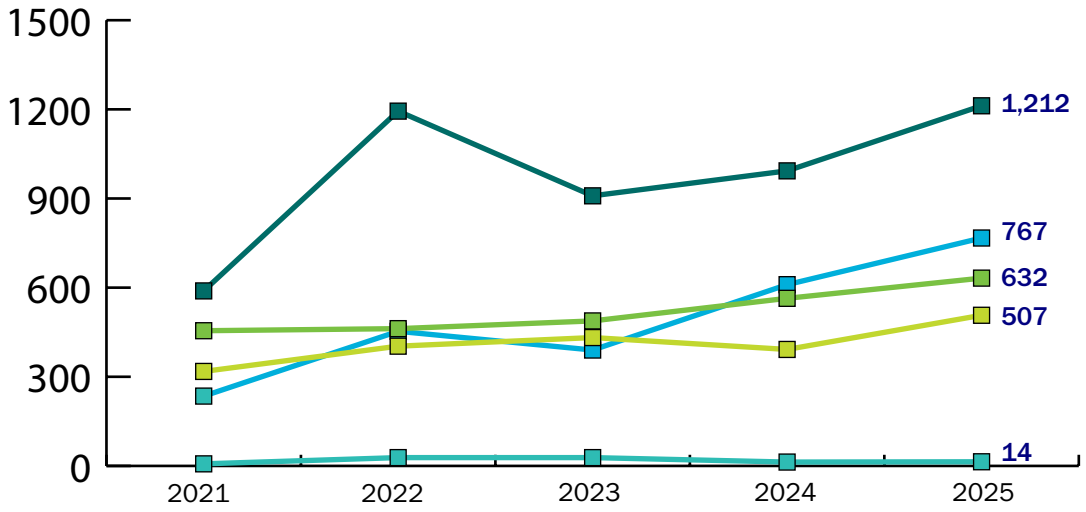


BUILDING & USER DATA

SUMMER READ PARTICIPATION

Total Enrolled Readers (not in groups)

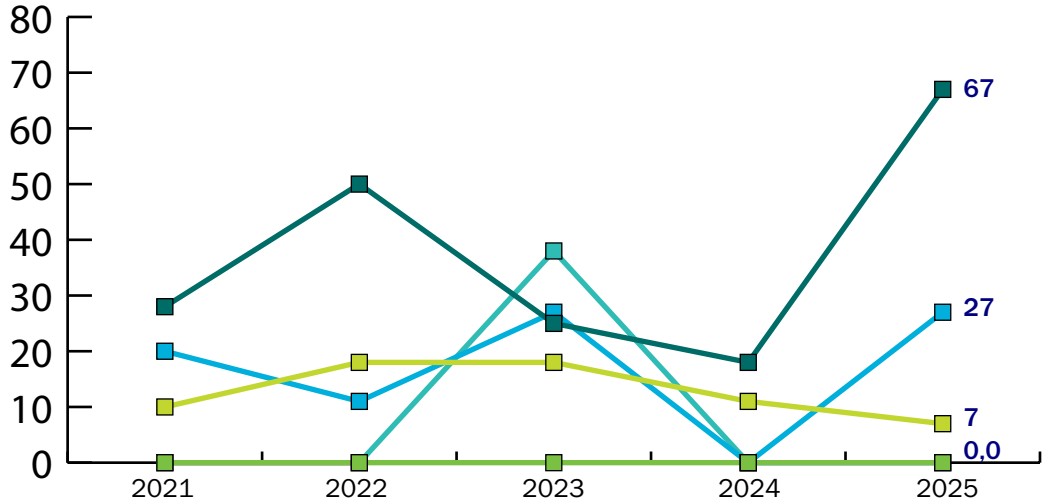
FY-2021-2025



Total Enrolled Readers (in groups)

FY-2021-2025

Prince Frederick Library
Fairview Branch Library
Southern Branch Library
Twin Beaches Branch Library
Mobile Services

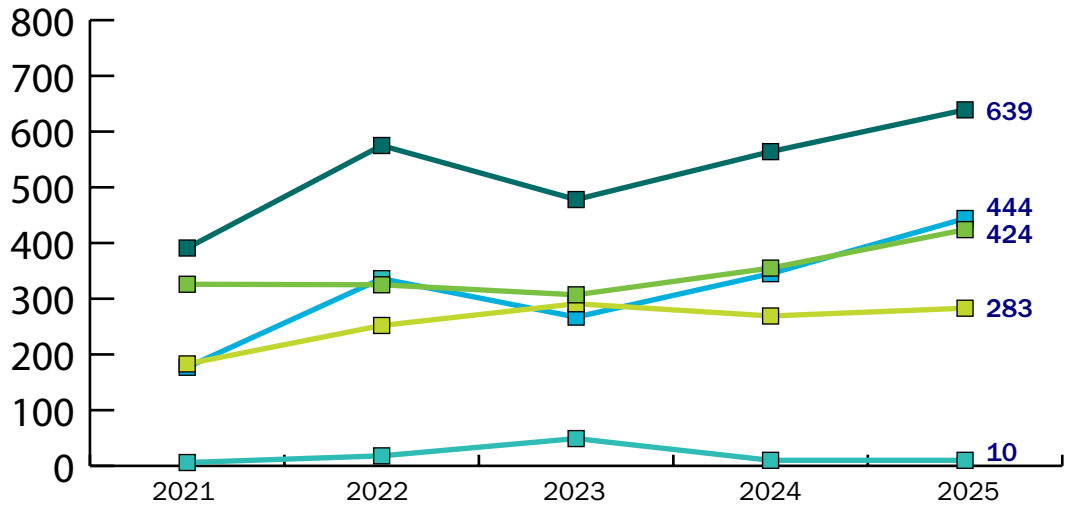


BUILDING & USER DATA

SUMMER READ PARTICIPATION

Total Completions

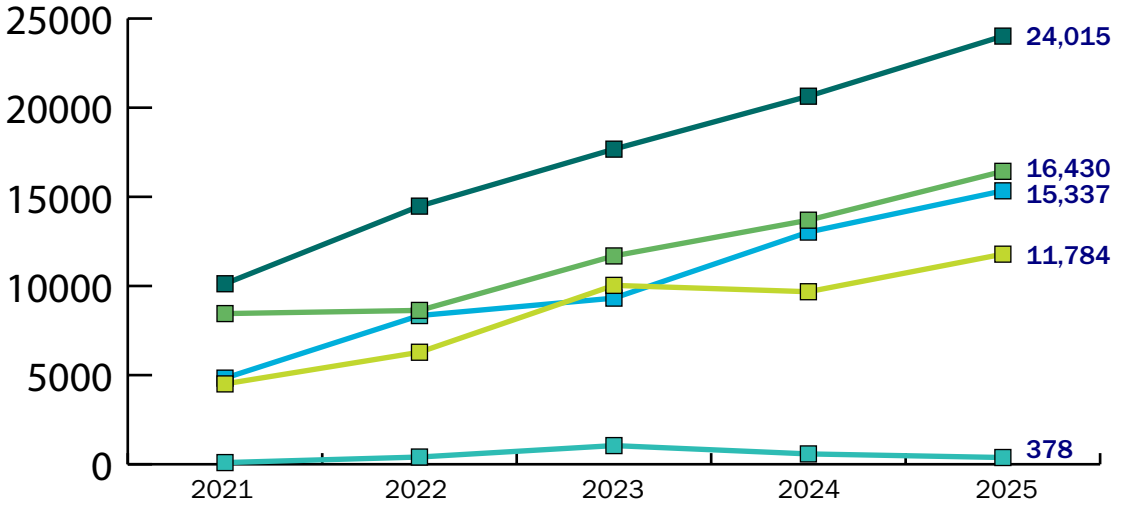
FY-2021-2025



Total Earned Badges

FY-2021-2025

Prince Frederick Library
Fairview Branch Library
Southern Branch Library
Twin Beaches Branch Library
Mobile Services



03

POPULATION MAPPING

POPULATION MAPPING

Overview

These pages show how different types of library users are distributed across the County, highlighting strong use in the middle and north of the county and clear opportunities to improve access and services in the south.

POPULATION AND OVERALL REACH

The total population map shows most residents in the center of the county, with development extending north and south along the coastlines. Market penetration data indicates Calvert Library has successfully engaged potential users in the middle and northern areas, and now has an opportunity to extend that success further into the southern part of the county.

FAMILIES WITH YOUNG CHILDREN

Maps of "Rising Stars" (children 0–12) and "Bedtime Stories" (adults borrowing children's materials) show that families with young children who use the library are concentrated in the north, with a secondary cluster in the central part of the county; increased services in the south would better support families there.

TEENS AND PRINT READERS

"Bright Futures" (teens 13–17) shows teen library users spread across north, center, and south, but the current Southern Branch sits too far from many of them, suggesting that a location closer to Lusby would be more convenient. "Page Turners" (adult and teen print borrowers) are generally well distributed, but activity appears lighter near Prince Frederick.

PHYSICAL, MIXED, AND DIGITAL USE PATTERNS

"Dependables" (users of a mix of physical materials like adult print and DVDs) cluster in north-central, southern, and coastal areas, reflecting both year-round and seasonal users. "Transitionals" (users who borrow both digital and physical materials) are especially concentrated near Twin Beaches, along the eastern coastline, and in the southern part of the county, while "Digitarians" (primarily digital users) are broadly distributed with notable pockets near Fairview and south of Prince Frederick, suggesting that smaller branches in those areas may be supplemented by heavy digital use.

AV AND SENIOR-FOCUSED USE

"Double Features" (users who primarily borrow audiovisual items) are most heavily concentrated around Prince Frederick, with a secondary cluster in the southern portion of the county. That southern cluster may be related to large senior communities in the area. Overall, this indicates users who are still relying heavily on physical versus digital AV collections.

Total Population Across Calvert County

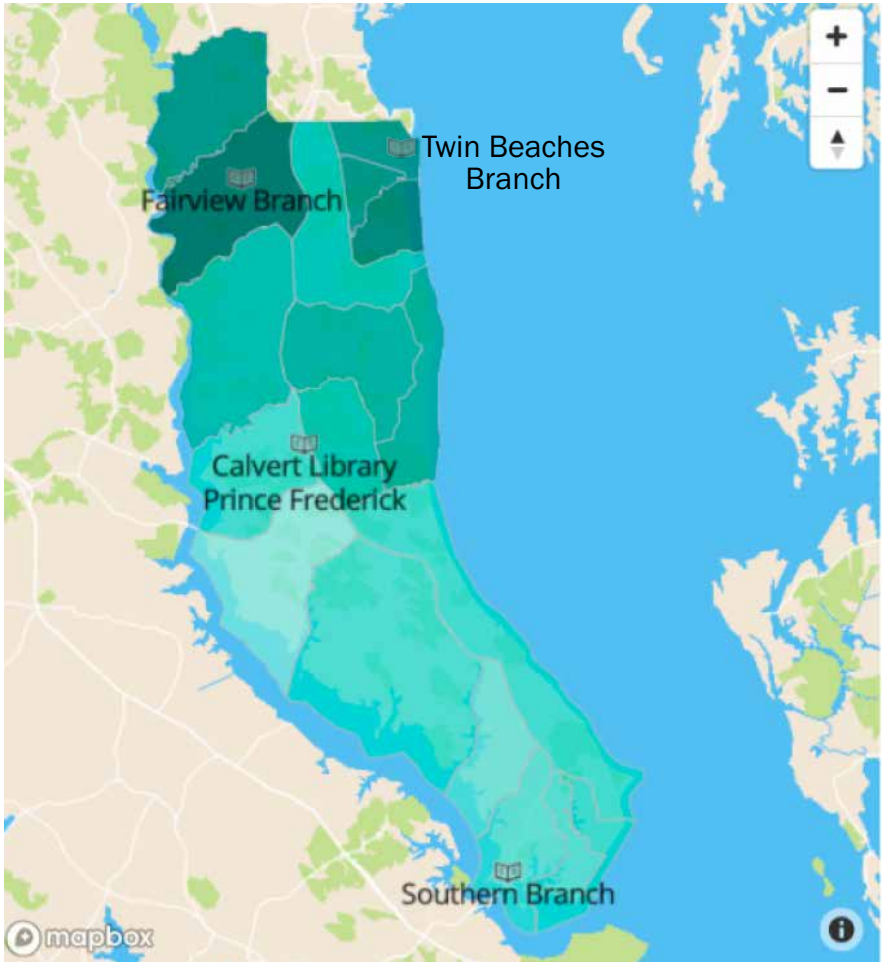


This map shows the majority of the population in the center of the county but spreading both north and south, particularly along the coastlines.

* Information provided by Orangeboy Inc.

POPULATION MAPPING

Market Penetration



This indicates that Calvert Library has successfully targeted potential library customers in the middle and northern parts of the County. Now it is time to apply the same methods to increase access to library services and facilities in the southern part of the County.

New Cardholders



This shows that Calvert Library has been engaging new users and perhaps some existing users who have become cardholders. New cardholders are customers that have signed up within the past 12 weeks.

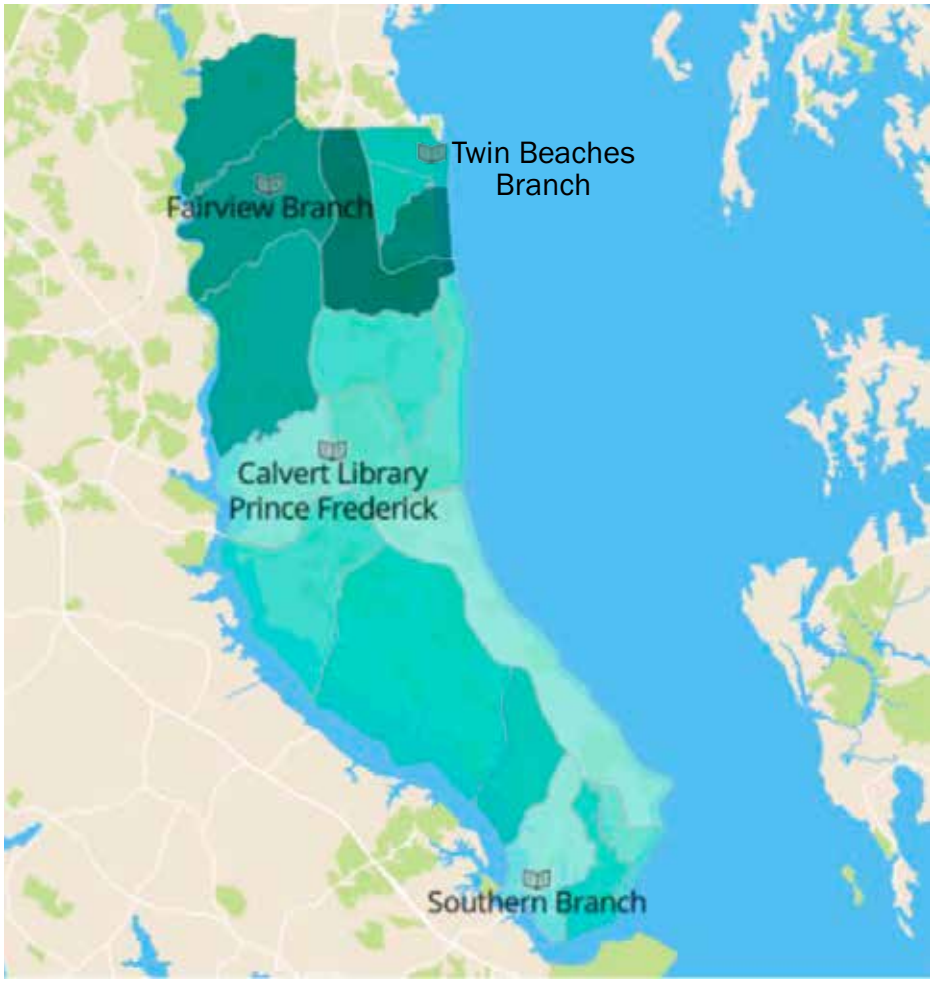
However, the amount of cardholders does not paint a complete picture of the amount of use that a library building sees. Library cards are not required for all of the activities that bring customers into library facilities.

* Information provided by Orangeboy Inc.

POPULATION MAPPING

Bedtime Stories

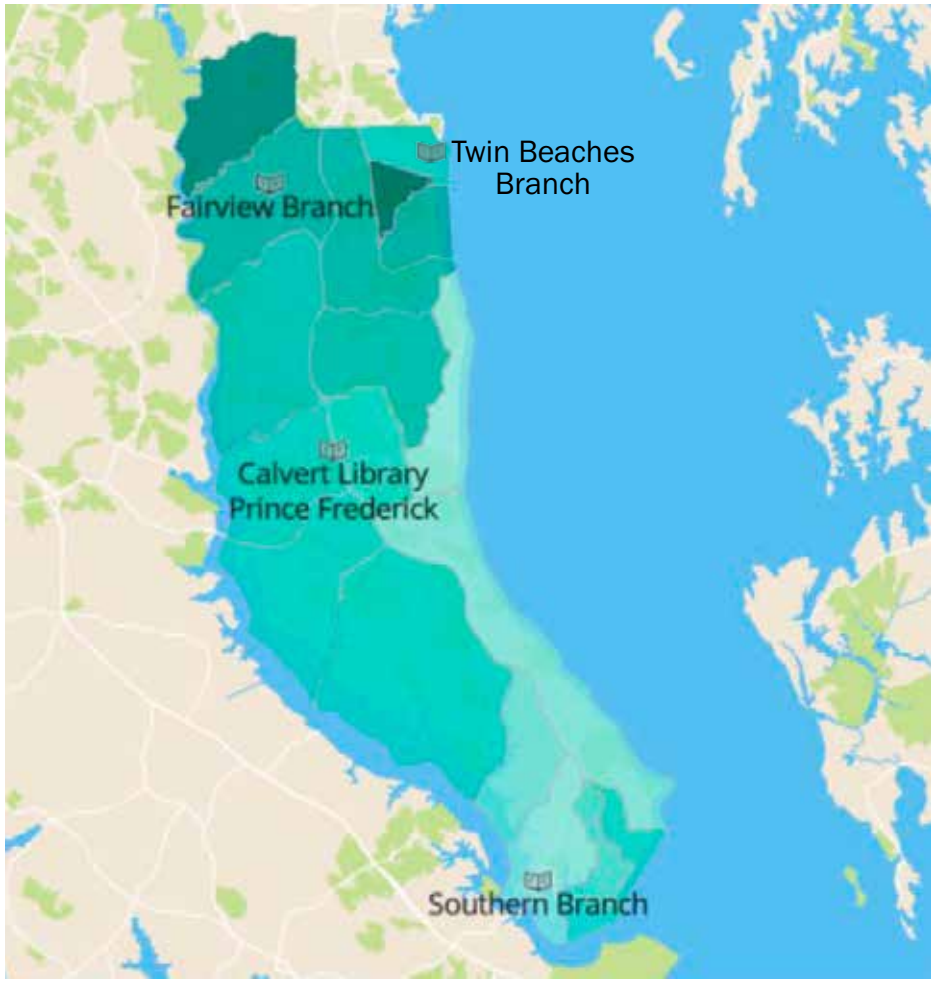
Adults who borrow children's materials



This category of library users indicates areas where parents are checking out materials for young children. The darker shades in the northern part of the county are near the Fairview and Twin Beaches branches.

Rising Stars

Youth between the ages of 0-12



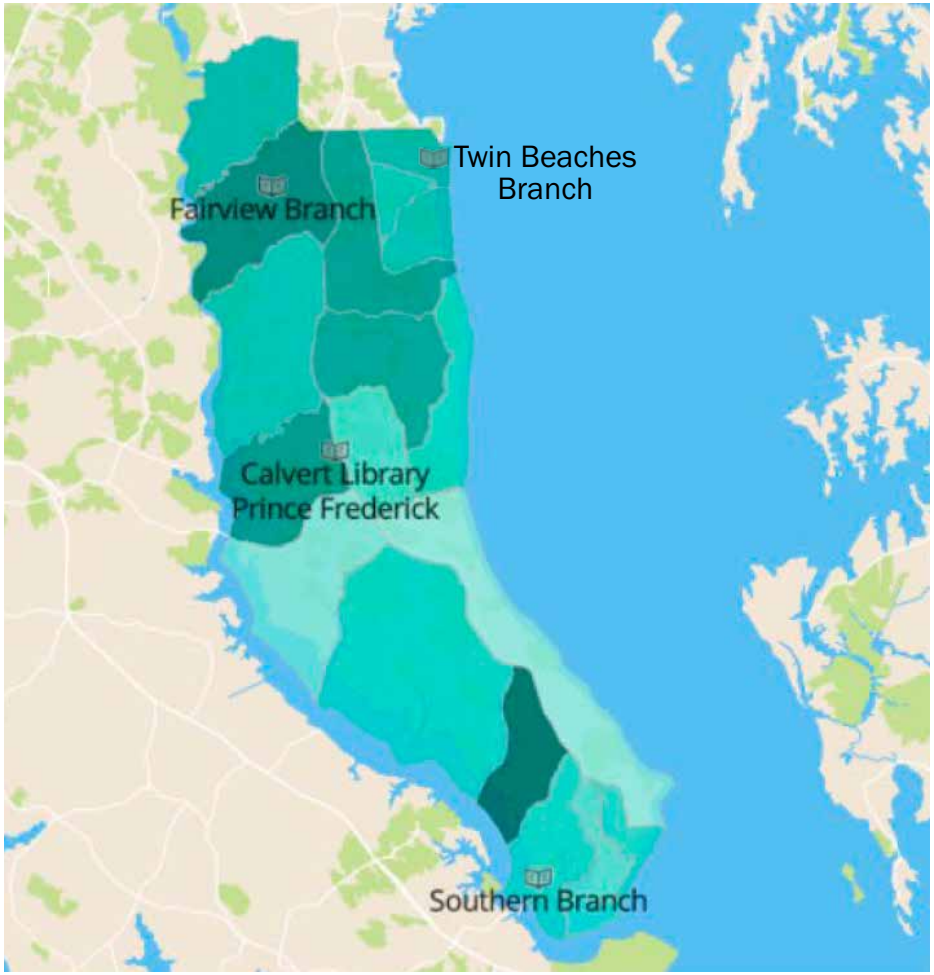
Similar to the Bedtime Stories category, this map shows the majority of families with young children who are library users towards the northern part of the County followed by the central region. Increasing library services in the southern part of the county will further encourage family use.

* Information provided by Orangeboy Inc.

POPULATION MAPPING

Bright Futures

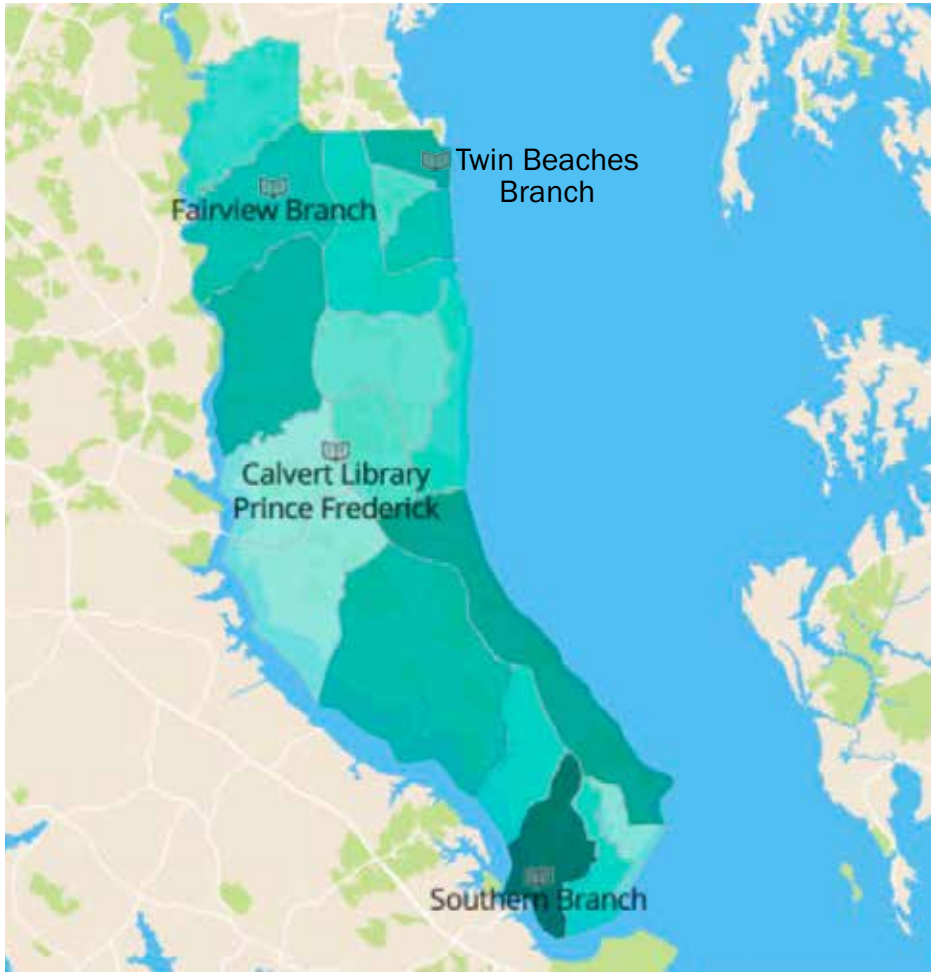
Teens between the ages of 13-17



Teen library users seem well dispersed between the north, center, and southern portions of the county. However, the current location of the Southern Branch is too far away from these users. Considering relocation to the Lusby area would better support this group.

Page Turners

Primarily borrow adult and teen print materials



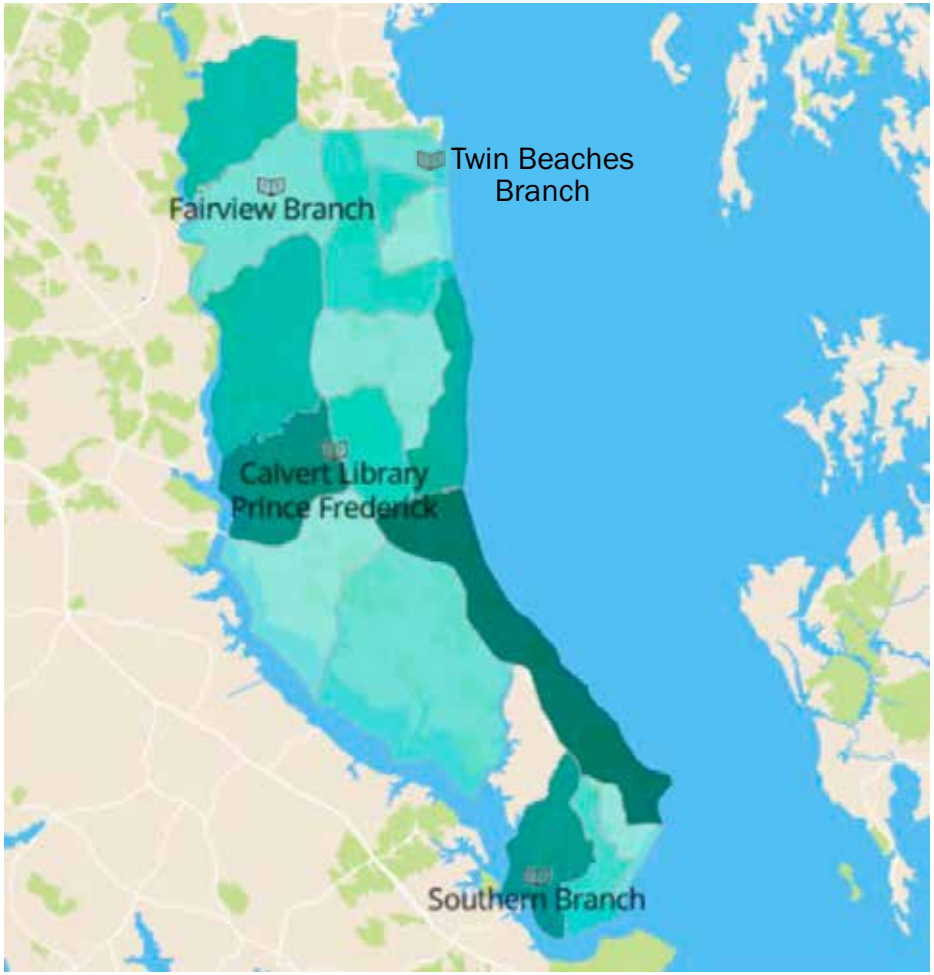
Adult and teen print material borrowers are generally well distributed throughout the county but lighter near the Prince Frederick Library. This could indicate that Teens do not have convenient access to this location or that they may feel there isn't a place for them there. Similar to the Bright Futures map, this also shows a need for increased teen services in the Southern part of the County.

* Information provided by Orangeboy Inc.

POPULATION MAPPING

Dependables

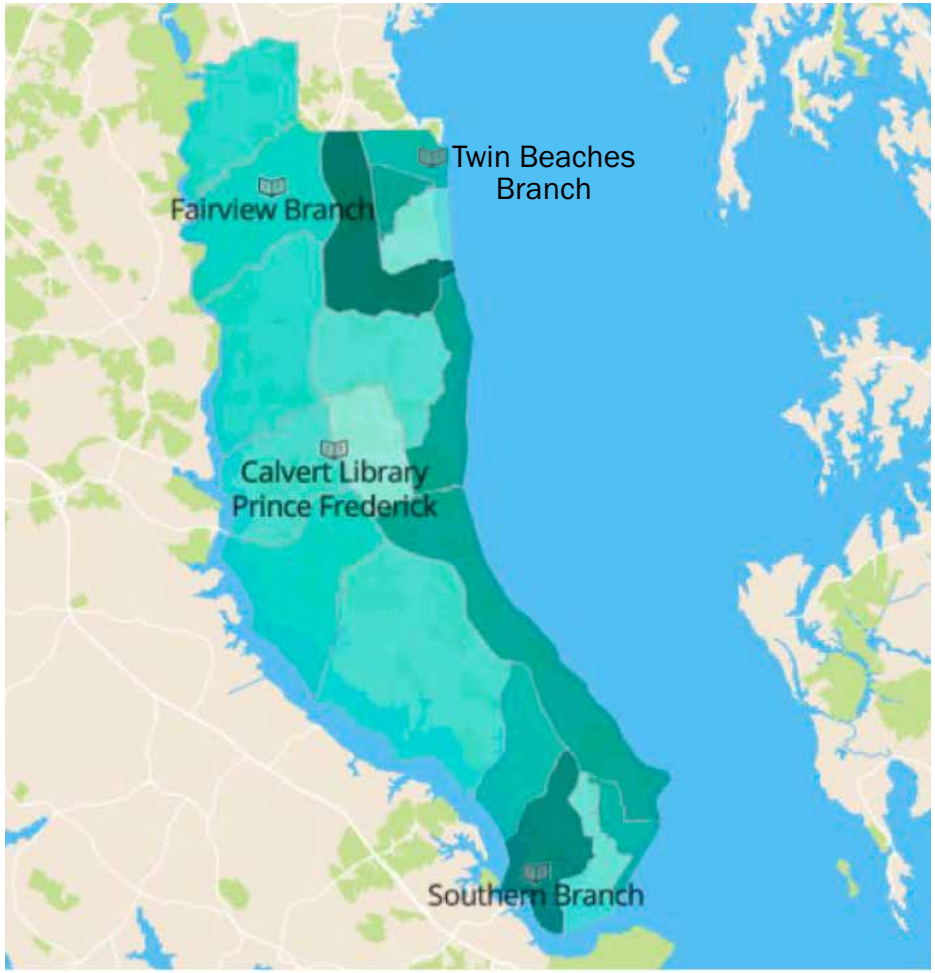
Use a mix of physical materials (adult print, DVD's, etc.)



These users are primarily located in the north central, southern, and coastal areas indicating a combination of year-round and seasonal library users.

Transitionals

Borrow both digital and physical collections



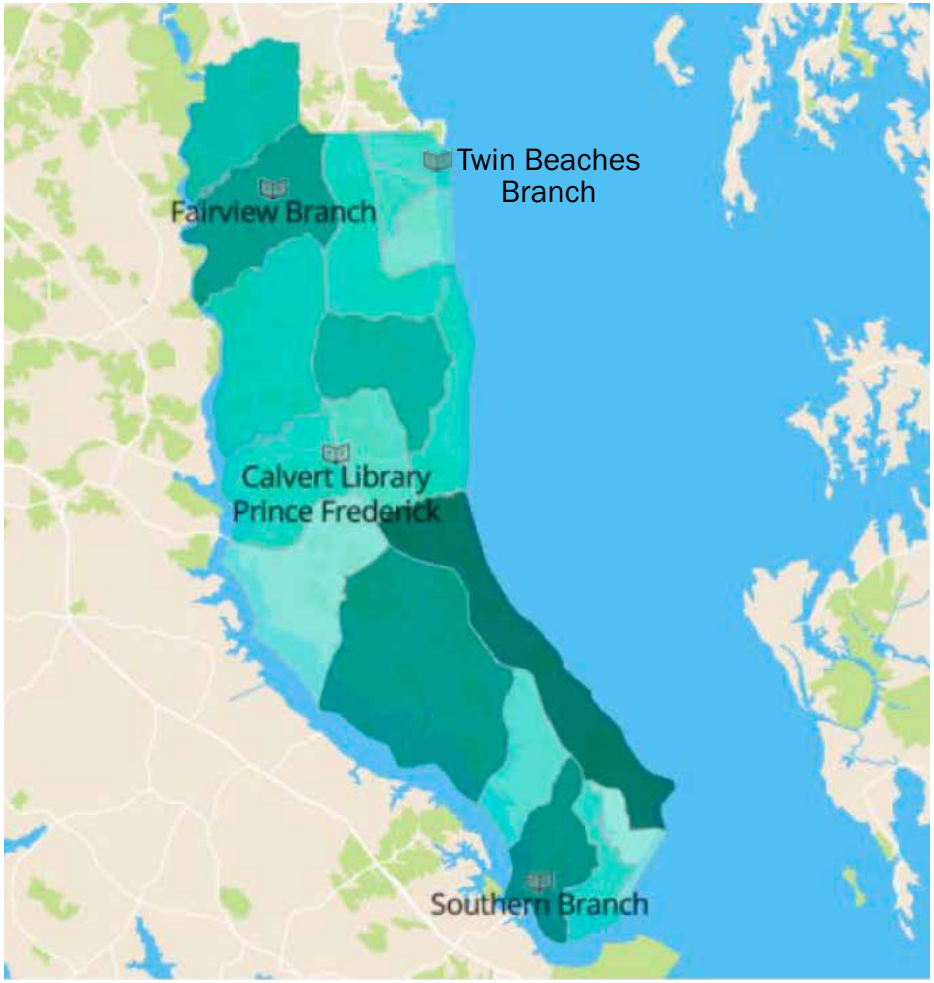
Even more so than the Dependables map, Transitionals are focused near the Twin Beaches area, eastern coastline, and southern portion of the County.

* Information provided by Orangeboy Inc.

POPULATION MAPPING

Digitarians

Primarily use digital resources

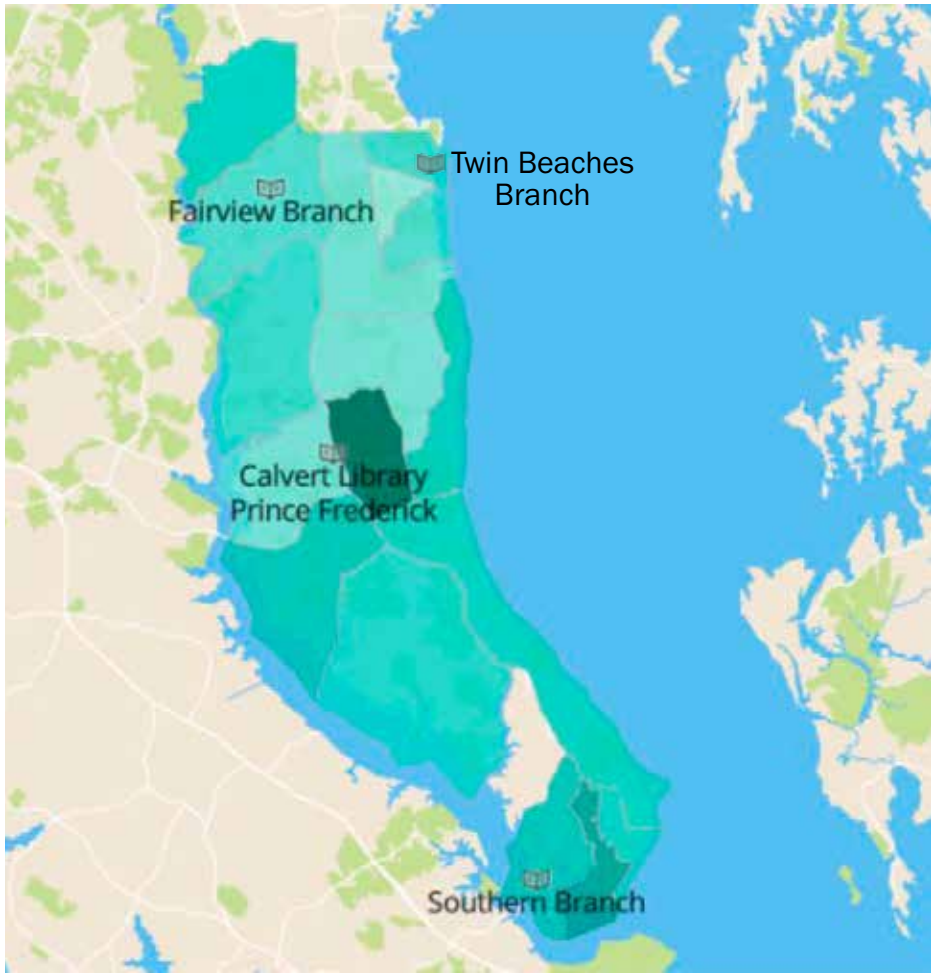


Digitarians are fairly distributed throughout the County with heavier pockets along the eastern coastline, near the Fairview Branch, and south of Prince Frederick towards and including the southern part of the County. Aside from seasonal users along the coast, this suggests that users at the under-sized Fairview and Southern locations may be incorporating more digital items to supplement limited physical collections.

* Information provided by Orangeboy Inc.

Double Features

Primarily borrow aV collections (DVD's. Audiobooks, etc.)



While there are customers borrowing physical AV collection items throughout the County, there is an undeniable majority of borrowers near the Prince Frederick Library. A secondary group is located in the southern portion of the County, this could be related to the large senior communities in this area.

04

ABOUT THE BUILDINGS & RECOMMENDATIONS FOR IMPROVEMENT

PRINCE



FREDERICK

ABOUT THE BUILDINGS - **PRINCE FREDERICK**



Address
850 Costley Way
Prince Frederick, MD 20678

Year Constructed
2006
(20 years old)

Building Size
28,000 SF

2025 Visits
128,496
4.59 visits / SF

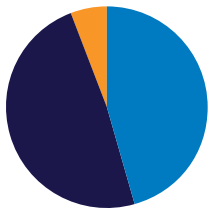
Service Area Population
42,173

Circulating 6.14 physical items / capita

3.05 visits / capita

0.67 SF / capita

2025 Circulation
258,726 physical items



Adult: 46%

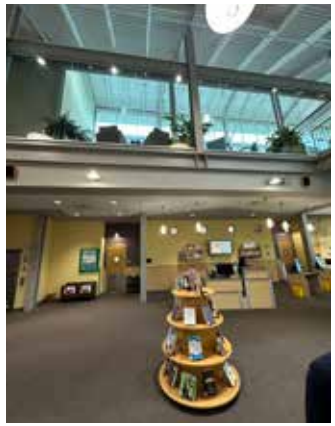
YA: 5%

Children: 49%

ABOUT THE BUILDINGS - **PRINCE FREDERICK**









Overall Impressions of the Space

Entry Experience

- It is immediately evident that the building is two stories but it is unclear what is located on each floor
- Staff are easy to find as are new materials and AV items
- Collections dominate the overall space

Wayfinding

- The openness of the space lends itself to sight lines along the windows and down the long axis of the building
- The study rooms are hidden from view
- The quiet reading room can be difficult for new visitors to find
- The youth program room can be difficult for new visitors to find as well

Signage

- Signage is small and can be difficult to find

Facility Flexibility / Adaptability

- The openness of the space supports reconfiguration
- The structure of the building also supports an expansion of the second floor

Condition of Interior FF&E

- The building is beginning to show its age and lacks changes in identity between the adult, teen, and children's areas which would assist with wayfinding
- There are issues with sound transmission from the second floor to the first floor
- The study rooms lack doors

Universal Facility Accessibility

- An elevator is available for moving between floors
- Consider the need for an ADA accessible restrooms with an adult changing table

ABOUT THE BUILDINGS - **PRINCE FREDERICK**







Patron Convenience

Parking Lot Use

- Most staff park behind the building but there is no clear path / driveway for deliveries to enter the building. Deliveries currently enter through the front door / main public entry
- The remainder of the parking lot overlaps with parking for the library's retail neighbors

Access to Self-checkout / Holds

- Self checkout stations are located adjacent to the circulation desk and nearby Holds shelving.
- Holds shelving could be increased to accommodate use / demand
- An additional self checkout station is located in the children's area on the second floor
- This set up is currently working well

Community Information Display

- Community information displays are located near the public restrooms and vending machines. This is also near the large meeting rooms.

Drive-up Services

- Drive-up services are not available at this location. The site flow, grade changes, and location of parking would make this difficult to incorporate.

Walk-up Book Drop

- An exterior book drop feeds into an enclosed room that not convenient to the circulation workroom
- An interior book drop consists of two bins that are located outside of the circulation workroom and near the circulation desk

Smart Lockers

- Smart lockers are not currently available at this location

Wellness Room

- A wellness / sensory or nursing mothers room is not currently available for staff or public use

ABOUT THE BUILDINGS - **PRINCE FREDERICK**







Services & Staff

Location & Condition of Service Desks

- The circulation desk is well located in relation to the front door and adjacent to Holds, self-checkout, and the copy / print area. There are also views to the meeting room entries from this service point. The desk appears to be in good condition.
- There is a single-person mobile service desk outpost that is nearer to new materials and the cafe seating / Friends area. This desk is not as obvious as the primary circulation desk
- A reference desk is located deeper into the adult collection area and adjacent to public computer stations. This desk is in need of functional improvements.
- A smaller desk is located on the second floor in the children's area. This desk appears to be in generally good condition and is adjacent to the self-checkout station and entrance to the staff workroom. The location of this desk does not provide oversight to each area of this floor

Ease of Identifying Service Desks

- Desks are easy to identify

Staff Work Areas

- Back of house staff workroom on both floors are undersized for the amount of staff needed to operate this building
- There is an insufficient number of staff offices and the offices that do exist, lack privacy due to sound transmission

Technology Use

Public Computer Use

- There is strong public computer use at this location and the current number of machines seems appropriate for the amount of use. As use changes and computer stations are removed, these seats are naturally repurposed as laptop seating for customers with their own devices.

Access to Power for Personal Devices

- There is limited access to power for personal devices. Mobile charging stations have been added to seating areas and some customers use floor boxes near seating as well

Creative Technology / Maker Space

- This building does not currently have a maker space but there is interest in developing this type of space. This space would need access to water, which may impact where it is located within the building.

ABOUT THE BUILDINGS - **PRINCE FREDERICK**







Adult Areas

Collection

- The majority of adult collections (fiction and nonfiction) are housed on 6-high shelves with the top and bottom shelves empty where possible
- There are limited opportunities for end panel display and a limited amount of face-out display withing the stacks
- There are occasional empty shelving ranges that could be removed and the floor space repurposed

Seating

- An adult seating area is located on the second floor outside of the Quiet Reading Room
- The majority of adult seating is located on the first floor both in the “cafe” area with durable finishes and just beyond the public computer stations in the adult area towards the fireplace
- Seating is out in the open and shorter, empty shelving ranges are used to designate the seating areas
- Some adults also utilize the tables in the teen area, this space does flow into the adult seating areas

Access to Technology

- In addition to the adult computer stations and laptop seating mentioned on the previous page, there is a copy / print area near the circulation desk with a counter for laying out pages

Teen Area

Collection

- The teen area is open to the adult collection /seating area and some lower shelving is used to demarcate this area
- Overall the collection flows from adult to teen

Seating

- Teens seem to gather more in the adult seating area nearer to the adult public computer stations rather than in the teen area

Access to Technology

- There are some computer stations located in the teen area
- A gaming area has also been developed

ABOUT THE BUILDINGS - **PRINCE FREDERICK**







Children's Area

Collection

- Collections are organized by age with materials for older children near the entry to this space and materials for younger children near the back of the space
- There is a limited amount of collection display in this space, but space is at a premium

Seating

- Both table seating and soft seating is located throughout the space

Access to Technology

- AWE stations are provided near the collections for younger children
- Additional computer stations for older children are located closer to the service desk and near collections for that age group

Interactive Learning / Play Features

- Interactive play elements are located along the walls near the windows and an imaginative play area with small toys is located near the picture books collection
- Comparatively, this is a relatively small area

Access to Program Room

- A program room is located within the children's area, does have storage closets within the room, but lacks a sink with counter top for convenient clean-up during programs
- This room is outfitted to be more of a Storytime room than a youth program room
- The doors into this room are heavy and portal windows are located too high on the doors to be useful

Access to Family Restroom

- There is a family restroom located within the children's area but this restroom lacks ventilation

ABOUT THE BUILDINGS - **PRINCE FREDERICK**







Meeting / Gathering Spaces

Public Meeting Room Access

- A large meeting room that can be sub-divided into 3 smaller rooms is available for use by library programs / events and public bookings
- A staff-only kitchenette (mini-fridge and sink) is located adjacent to the meeting rooms
- Two of these spaces have AV and projectors; the user interface is complicated and functions inconsistently. The third room has a TV that a laptop can be connected to.

Study Room Access

- Study rooms are located on the first floor around the corner from the circulation desk and copy / print area. Rooms are facing tall collection shelving and are hidden from view.
- Rooms lack doors and sound separation from the main space
- 2 rooms seat 1-2 people and 1 room can seat up to 4 people
- This is an insufficient number and selection of study rooms

Quiet Reading Room

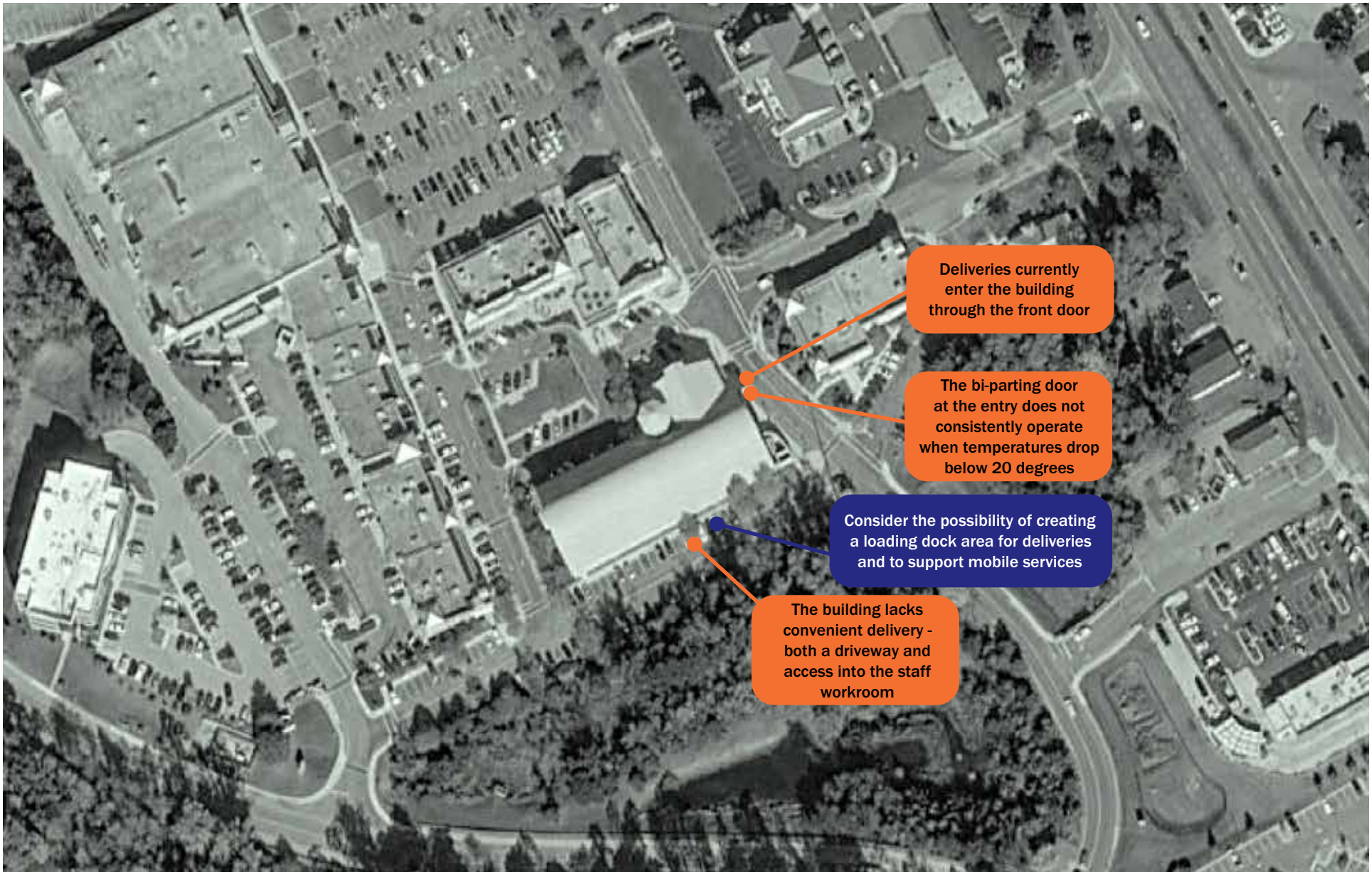
- This space is located on the second floor adjacent to the children's area and a staff workroom
- This room is not easy to locate for visitors who are new to the building
- This room lacks sound mitigation

Outdoor Programming Space

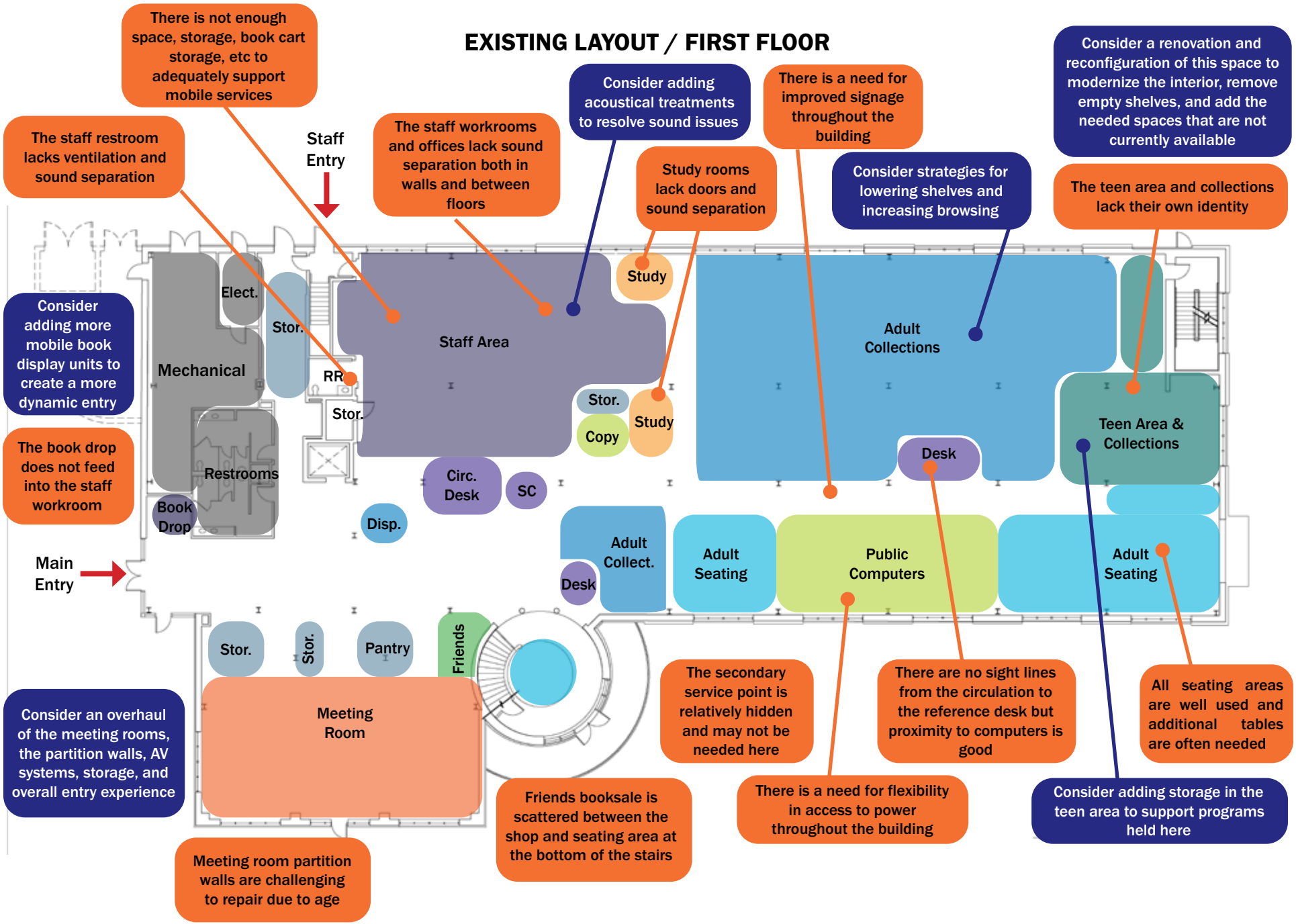
- A small outdoor patio is located off of the cafe seating area near the grand stair. This space has a railing separating it from nearby parking
- There is a lack of green space on the library's property as it is situated within a retail development

ABOUT THE BUILDINGS - **PRINCE FREDERICK**

SITE & BUILDING EXTERIOR

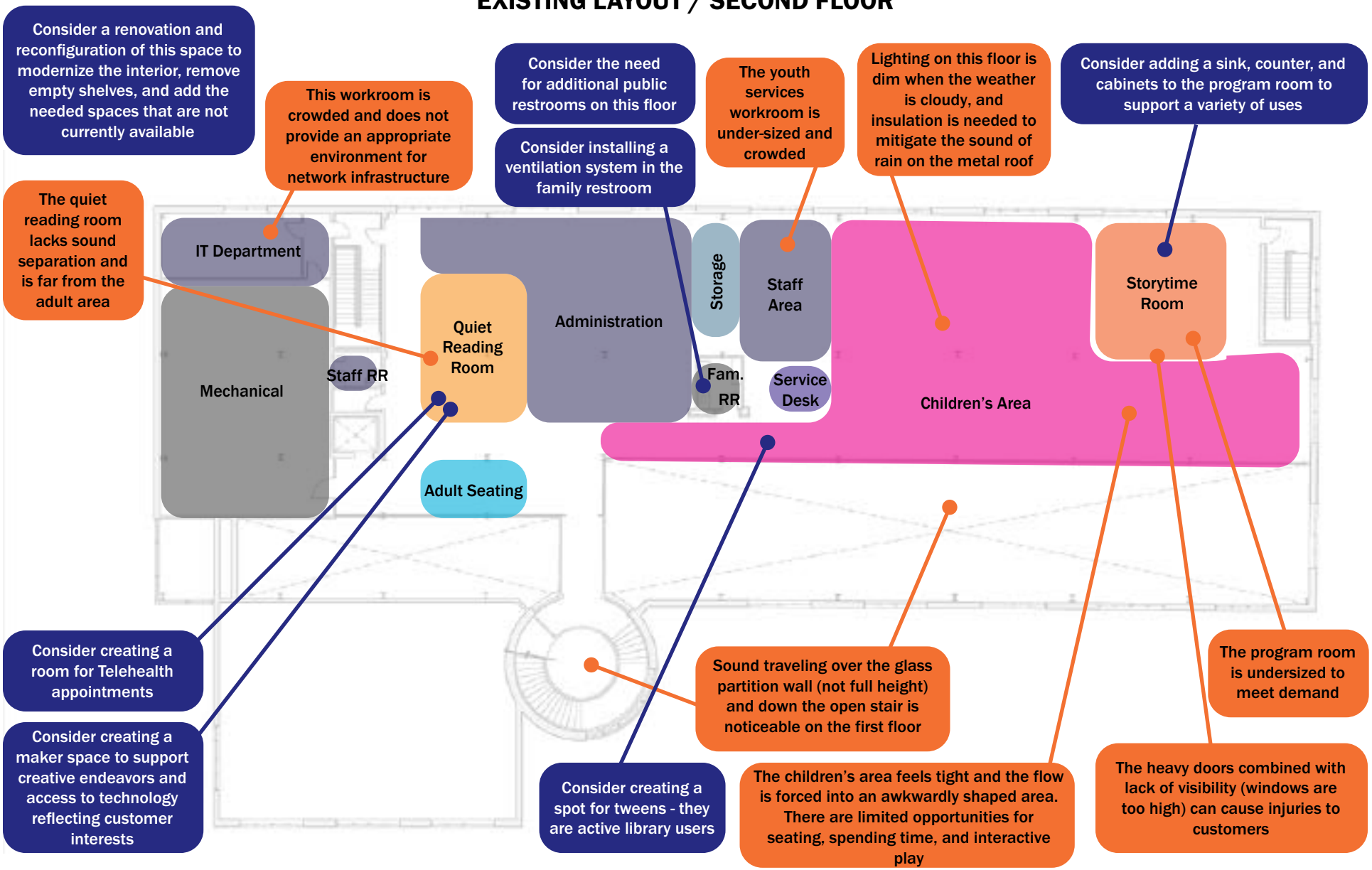


ABOUT THE BUILDINGS - **PRINCE FREDERICK**



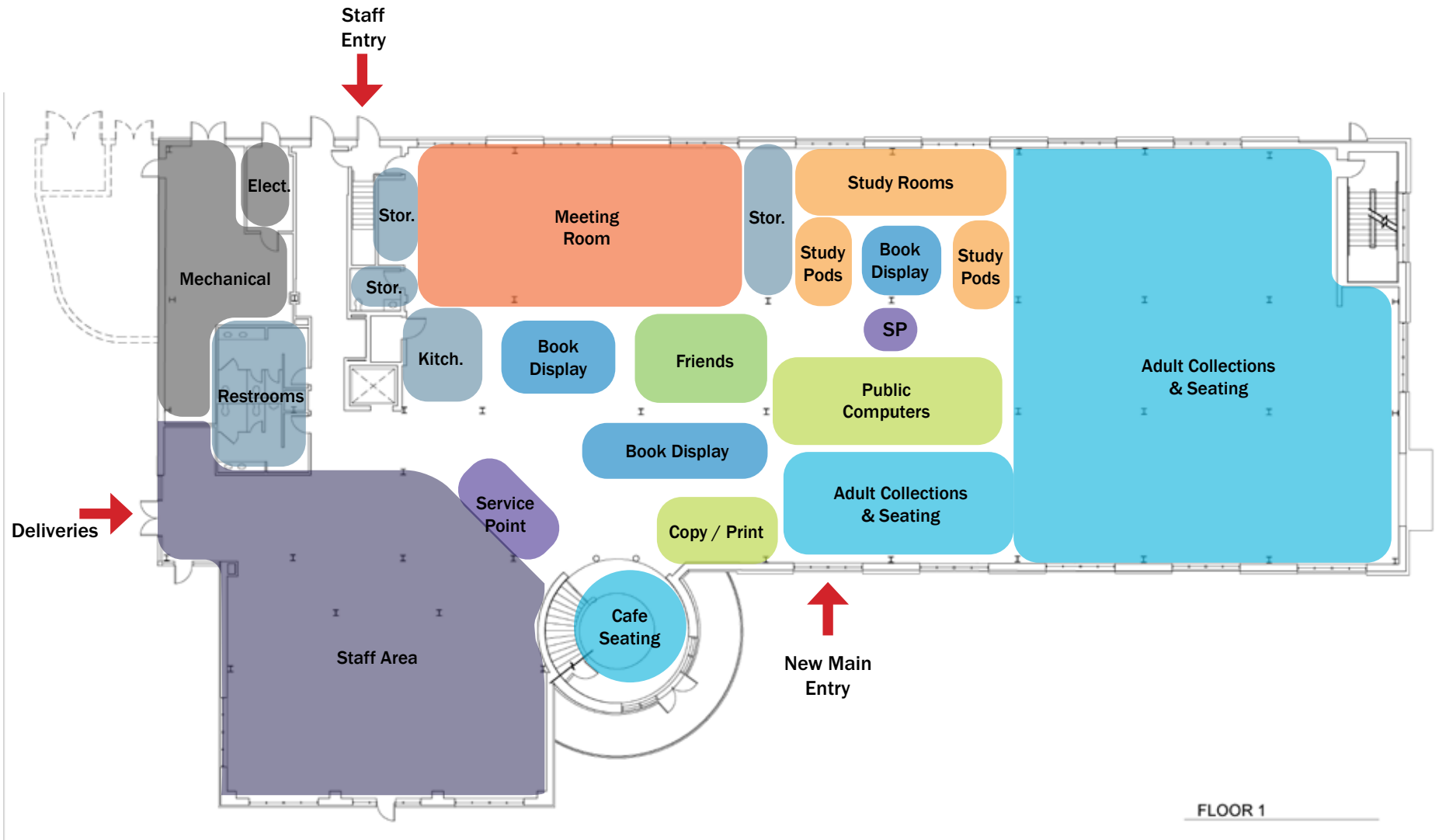
ABOUT THE BUILDINGS - **PRINCE FREDERICK**

EXISTING LAYOUT / SECOND FLOOR



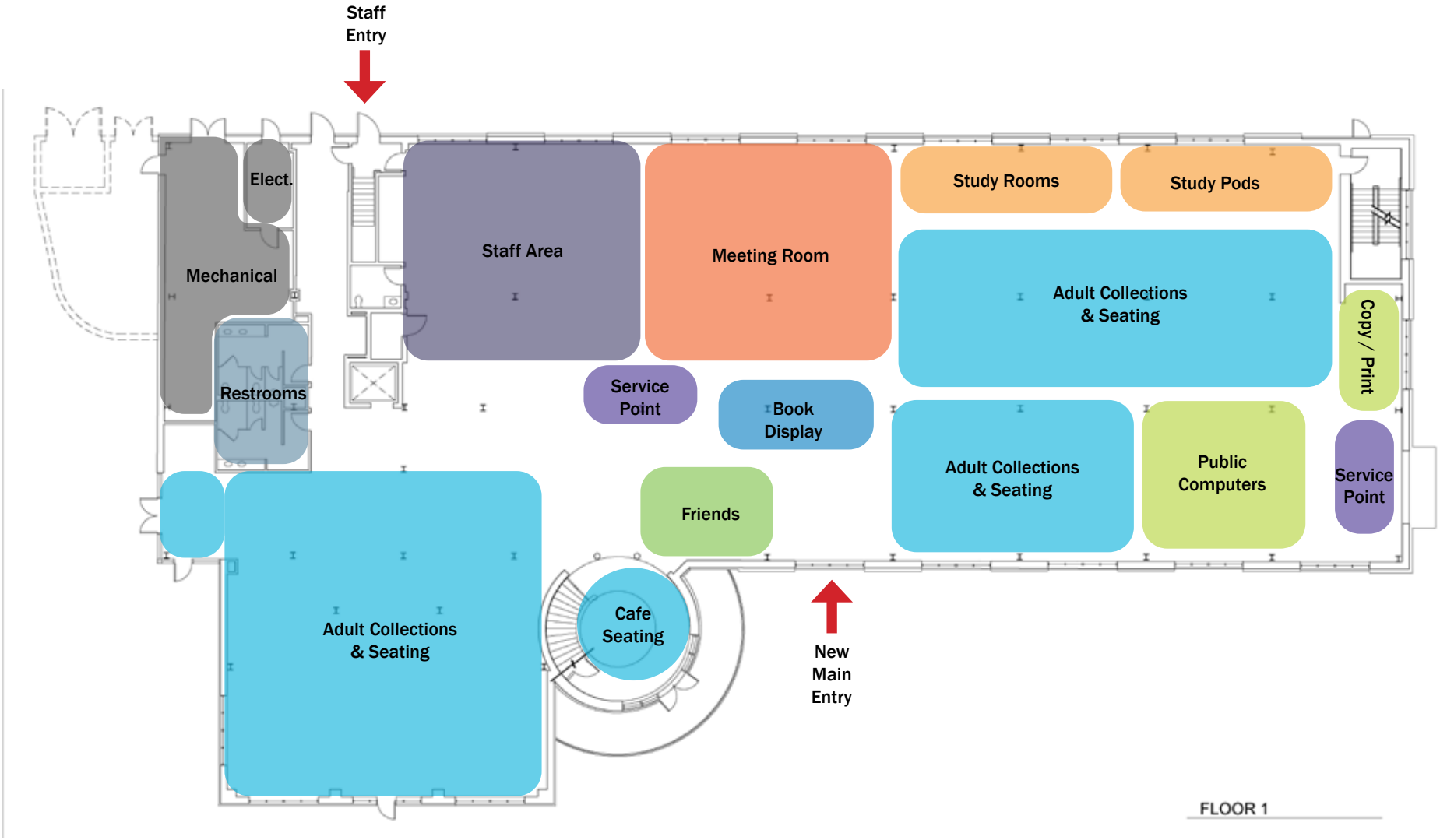
ABOUT THE BUILDINGS - **PRINCE FREDERICK**

CONCEPT A&B PROPOSED LAYOUT / FIRST FLOOR



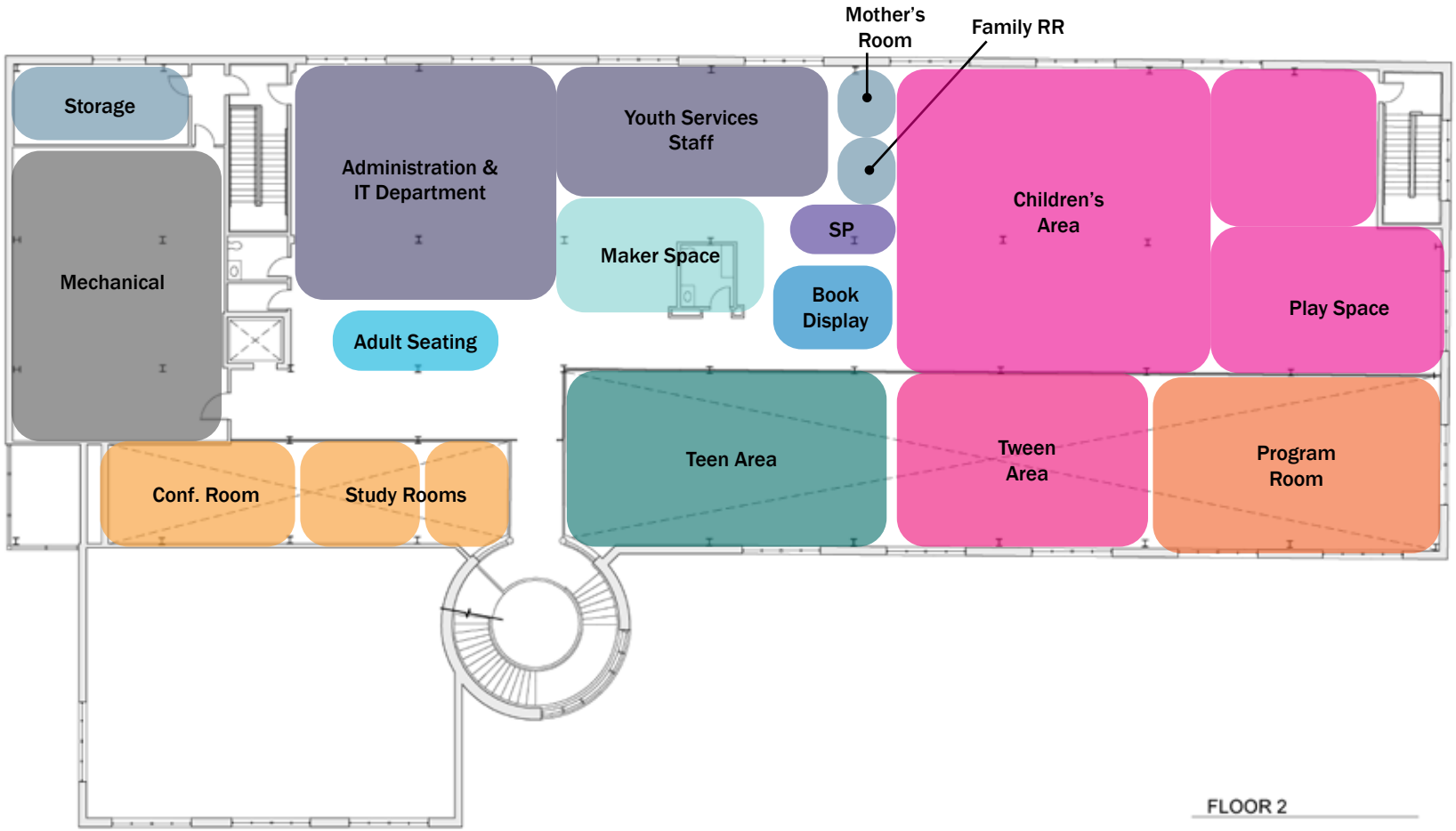
ABOUT THE BUILDINGS - **PRINCE FREDERICK**

CONCEPT A&B
(IF OUTREACH & TECHNICAL SERVICES ARE RELOCATED) PROPOSED LAYOUT / FIRST FLOOR



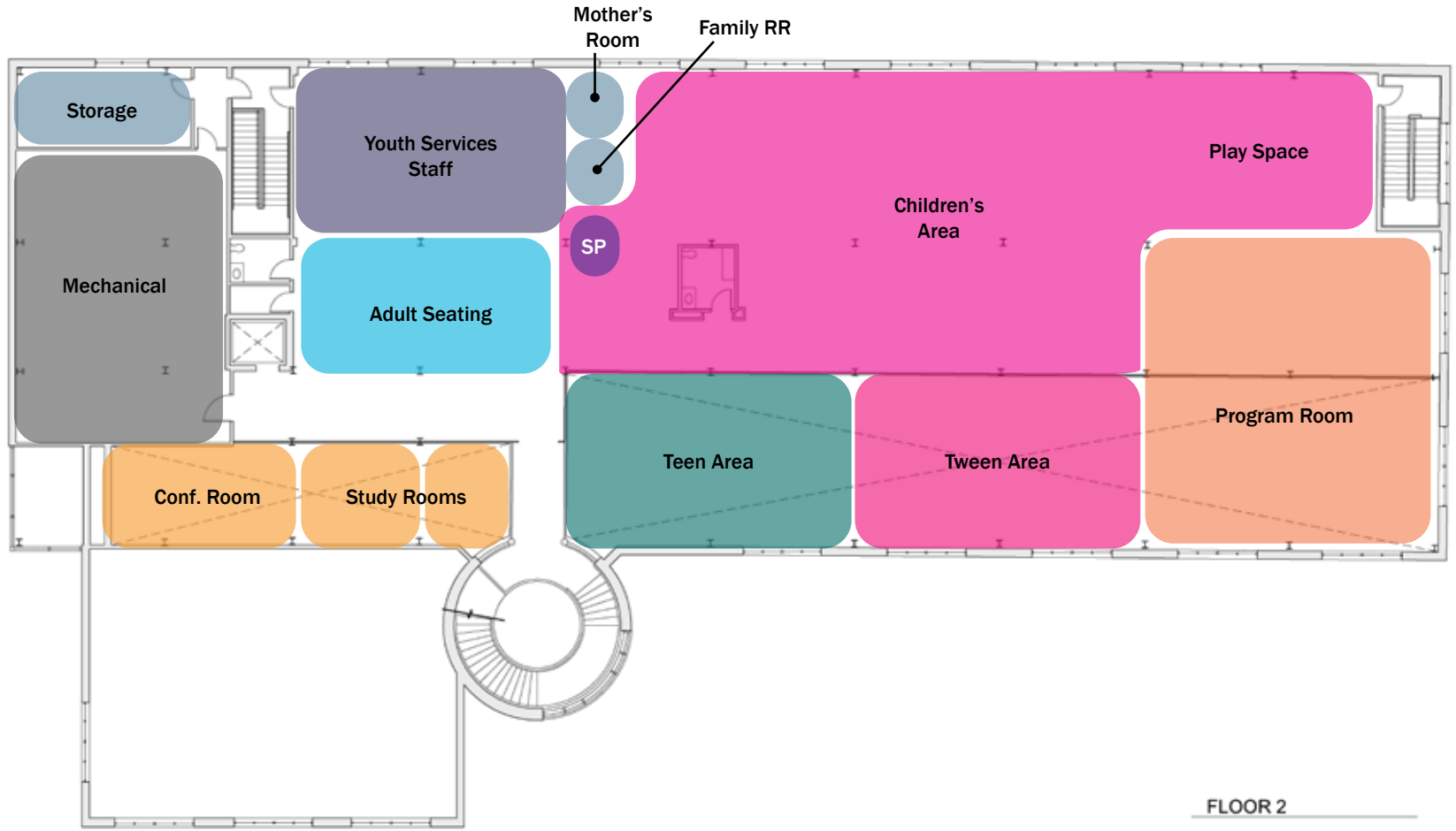
ABOUT THE BUILDINGS - **PRINCE FREDERICK**

CONCEPT A PROPOSED LAYOUT / SECOND FLOOR EXPANSION



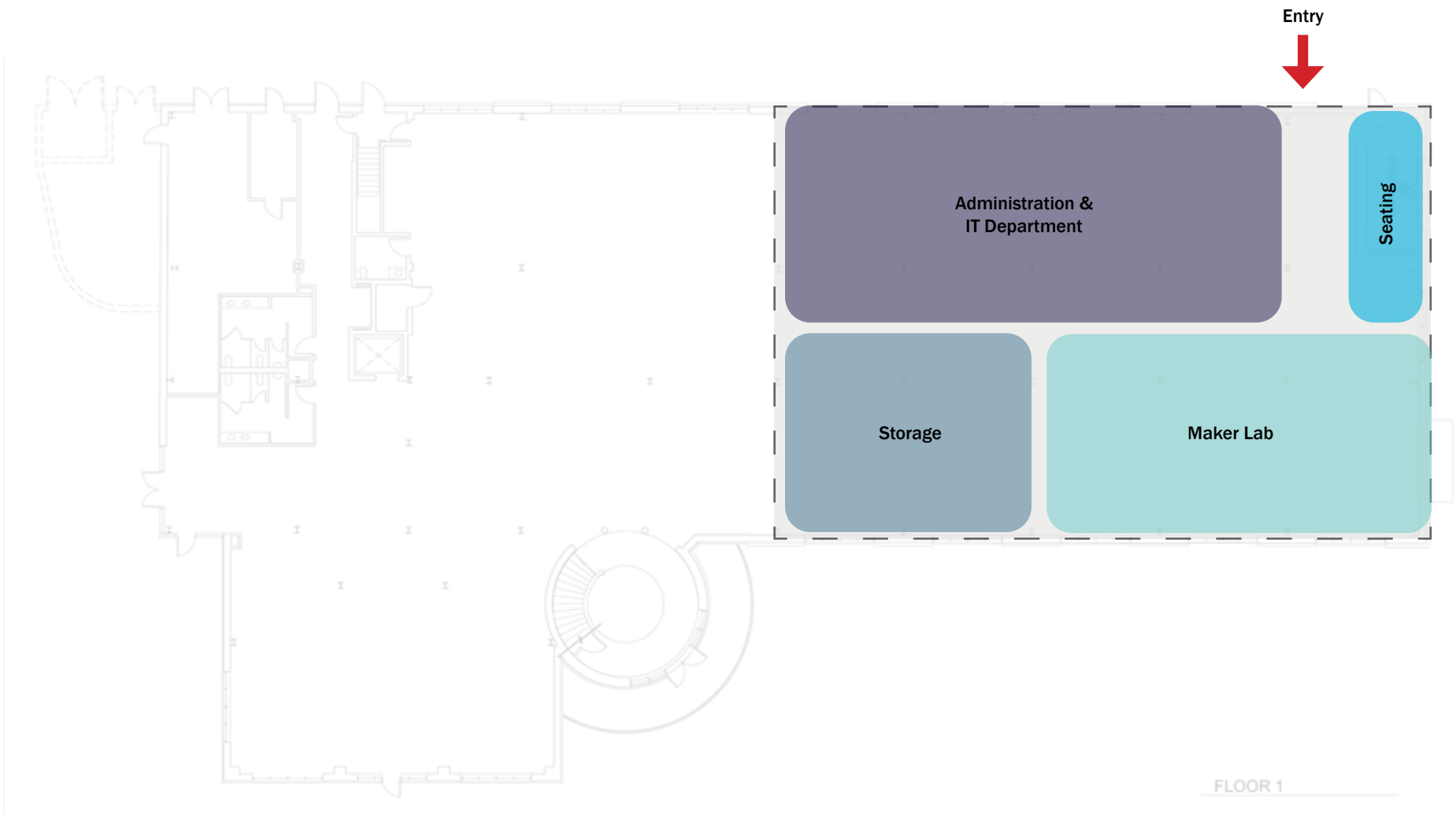
ABOUT THE BUILDINGS - **PRINCE FREDERICK**

CONCEPT B PROPOSED LAYOUT / SECOND FLOOR EXPANSION



ABOUT THE BUILDINGS - **PRINCE FREDERICK**

CONCEPT B PROPOSED LAYOUT / LOWER LEVEL





FAIRVIEW

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**



Address
8120 Southern Maryland Blvd.
Owings, MD 20736

Year Constructed
1981
(45 years old)

Building Size
8,300 SF

2025 Visits
42,243
5.09 visits / SF

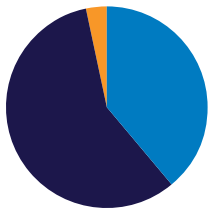
Service Area Population
12,801

Circulating 12.26 physical items / capita

3.30 visits / capita

0.65 SF / capita

2025 Circulation
156,988 physical items



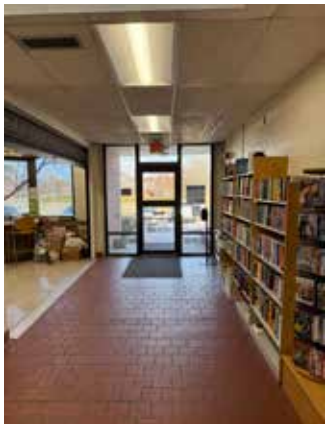
Adult: 39%

YA: 3%

Children: 58%

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**









Overall Impressions of the Space

Entry Experience

- The front entry is easy to locate from the parking lot but upon entering the building, it is not immediately apparent that this building is a library
- The rear entry is also easy to locate from the parking lot on that side of the building. Entering here, it is clear that you are entering a public library and can easily locate the service desk, public computers, and new materials

Wayfinding

- Although it is an open floor plan, the main library space is challenging to navigate and lacks clear sight lines due to tall shelving and a confusing collection flow. This is worsened by lack of visibility to the meeting rooms, study room, front entrance, front seating area, and public restrooms

Signage

- There is limited directional signage within the library space, however, the space is small enough that the collection signage is sufficient.
- There is some directional signage hanging from the ceiling in the hallway
- There is limited signage directing customers to the collections housed in the hallway

Facility Flexibility / Adaptability

- This building was originally shared with the tourism board and was designed as two separate spaces with a large hallway connecting the two functions and the meeting rooms
- Overall, this building is under-sized and the layout is not conducive to the level of reconfiguration that would be meaningful to improve both staff and public use

Condition of Interior FF&E

- The interior is showing its age and is in need of an update
- Shelving, book display furniture, and service desks are not coordinated
- Seating is also not coordinated
- Newer seating is available in the teen area and appears to be working well

Universal Facility Accessibility

- This is a single story building but ADA accessible building entries should be reevaluated for functionality and clearances
- The restrooms have not been modified recently and may no longer be compliant
- Consider if there is a need for an ADA accessible restroom with an adult changing table

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**









Patron Convenience

Parking Lot Use

- There are both front and rear parking lots convenient to the building entrances
- Parking spaces in the rear lot appear narrow and could be tight for customers
- Neither parking lot contains a delivery drive / loading area convenient to the staff entry
- The parking lot is under-sized to accommodate library events

Access to Self-checkout / Holds

- A self-checkout station is located in one corner of the circulation desk
- Holds shelving is located adjacent to the self-checkout station

Community Information Display

- Community information display boards are located in the hallway between the main library space and the front building entrance

Drive-up Services

- Drive-up services are not currently available at this location
- However, there is space on the site to evaluate the viability of providing drive-up services

Walk-up Book Drop

- A walk-up book drop feeds into the back of the library near the rear entry. This drop is out in the open, not in a secured, fire-rated room.

Smart Lockers

- Smart lockers are not currently available at this location

Wellness Room

- A wellness / sensory or nursing mothers room is not currently available at this location

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**







Services & Staff

Location & Condition of Service Desks

- The primary service desk is centrally located and was recently replaced and provides functions for circulation, youth services, and some technology support due to its proximity to all of these areas
- This desk is sized to provide space for staff to work on projects / process materials while at the desk
- A small, single-person reference service desk is located within sight of the primary service desk and closer to the public computer stations
- The service desks are easy to locate from the rear building entry but are some distance from and lack visibility to the front building entry

Ease of Identifying Service Desks

- Service desks are easy to identify

Staff Work Areas

- The back of house staff workroom is tight and under-sized for staff operations
- Additional workstations have been placed in the storage area on the opposite side of the staff lounge from the primary workroom. These workstations are not ADA accessible.
- Storage closets are scattered throughout the building

Technology Use

Public Computer Use

- The current number of computer stations appears to be sufficient to meet demand
- Access to power is challenging in this area and power columns have been installed

Access to Power for Personal Devices

- There is limited access to power for personal devices

Creative Technology / Maker Space

- A designated maker space is not available at this location, however, craft-based programming is offered and there is an interest in continuing access to create programs

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**







Adult Areas

Collection

- The majority of fiction collection shelves are relatively full with limited opportunity for face-out display. Collection display is impacted by having limited space available
- Shelving end panels are used to store additional collections
- Adult nonfiction collections flow into juvenile nonfiction collections
- Portions of the AV collection (audiobooks) are housed on shelves in the hallway because there is a lack of available shelving within the main library space

Seating

- There is very limited seating for adults within the library space
- There is a small amount of adult seating is in the reading room near the front entry (former tourism space)

Access to Technology

- Public computer stations are provided
- A copy /print area is located near the children's AWE stations in view of the service desk

Teen Area

Collection

- This collection feels tucked in between the adult nonfiction and fiction collections

Seating

- There is a mix of seating in the teen area (lounge chairs, tables, counter height seating)
- The majority of this seating is newer
- Some of the seating in this area is not easily visible from the service desk because it is hidden by shelving. However, this area is within ear shot of staff.

Access to Technology

- The teen area does not have its own public computer stations but outlets have been added here for customers to plug in their own devices

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**







Children's Area

Collection

- The majority of collections are housed on lower shelving and some face-out display is integrated in this area where possible
- Shelving is not coordinated here creating an incohesive aesthetic

Seating

- There is a small amount of child height seating in this area
- There are some soft cushion stools here that a parent / caregiver could also sit on

Access to Technology

- There are two AWE stations in the children's area

Interactive Learning / Play Features

- There is a small imaginative play area that has been incorporated here as space has allowed

Access to Program Room

- A youth program room is not available at this location

Access to Family Restroom

- A family restroom is not available at this location

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**







Meeting / Gathering Spaces

Public Meeting Room Access

- There are 2 public meeting rooms at this branch. They are located next to each other and are accessed from the hallway opposite the main library space
- Meeting room entrances are not visible from either service desk
- The small meeting room is sometimes used as an additional study room where customers can reserve the room and have a space to work or craft and spread out

Study Room Access

- A single study room is available here, however the room is sized to accommodate 6-8 people
- A door within this room provides access to a room beyond which is often not accessible due to the popularity of this room

Quiet Reading Room

- A designated quiet reading room is not available at this location
- The adult seating area near the front entrance does have the unspoken etiquette of a quiet reading room

Seating Options

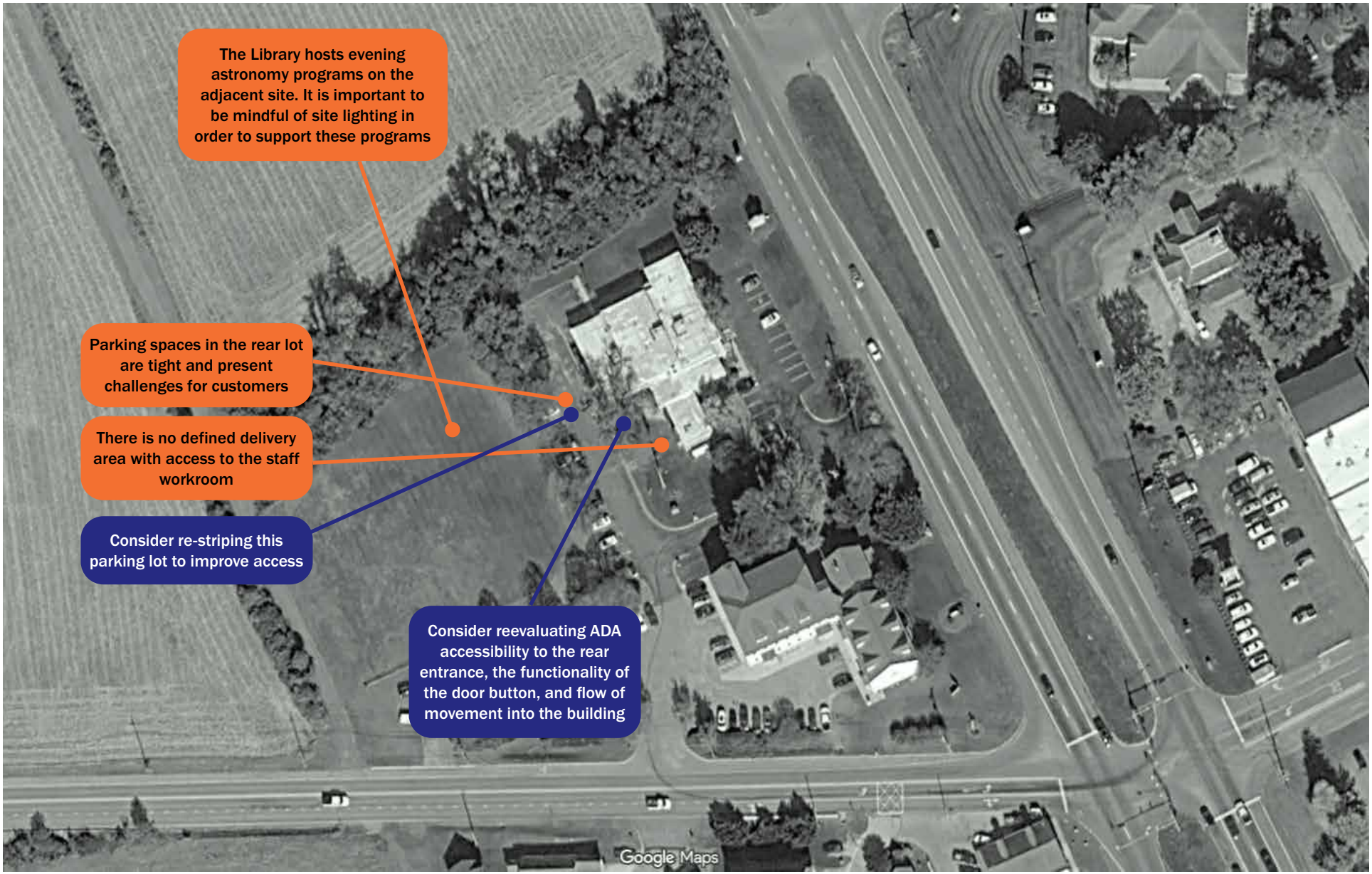
- There is limited customer seating throughout this building due to space constraints

Outdoor Programming Space

- Although a formal outdoor programming space has not been defined, adjacent county property is available to be used for larger outdoor events and programs

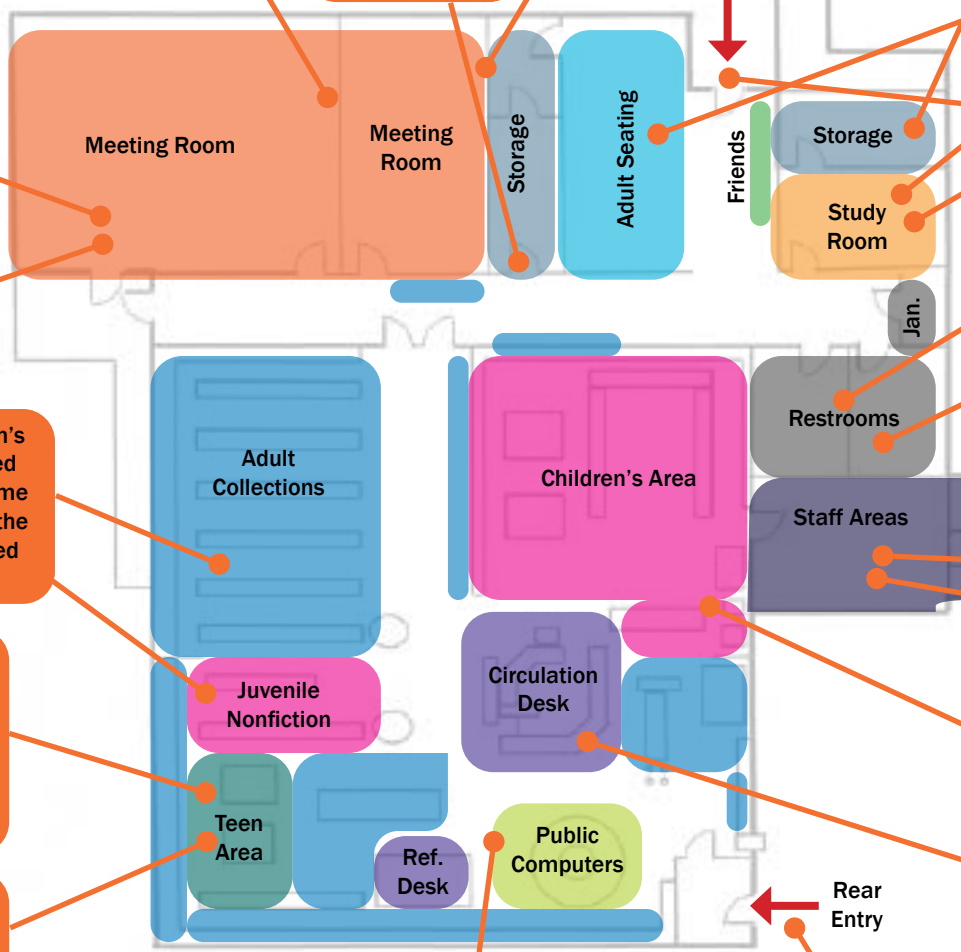
ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**

SITE & BUILDING EXTERIOR



ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**

EXISTING LAYOUT



The prior life of this building serving both the library and tourism organization has created spatial separations that prevent this facility from functioning as a modern library

Paint is frequently chipping from the block walls

This wall does not provide sufficient sound separation

The storage room door is difficult to open

This space is under-utilized because it can only be accessed through the study room

There is no visibility into the adult seating area or study room from the service desk

1 study room is insufficient to meet demand. This room is also over-sized as a study room

The front entrance and restrooms are not visible from the service desk

The meeting room is too small for the group size it was intended to house and well below current need

There is a need for additional meeting space options

Restrooms are not ADA compliant

The storage space and children's staff work area are not ADA accessible

The flow of adult and children's collections are both scattered due to spatial limitations. Some AV collections are housed in the hallway outside of the defined library space

The staff workroom, breakroom, and storage areas are all cramped and under-sized

There is a need for a branch manager's office

The teen area is the only place to hang out within the original library space There is no seating for adults within the original library space

There is a need for a nursing mothers room

There is a need for a family restroom adjacent to the children's area

There is a need to increase the size of the teen area and collection space

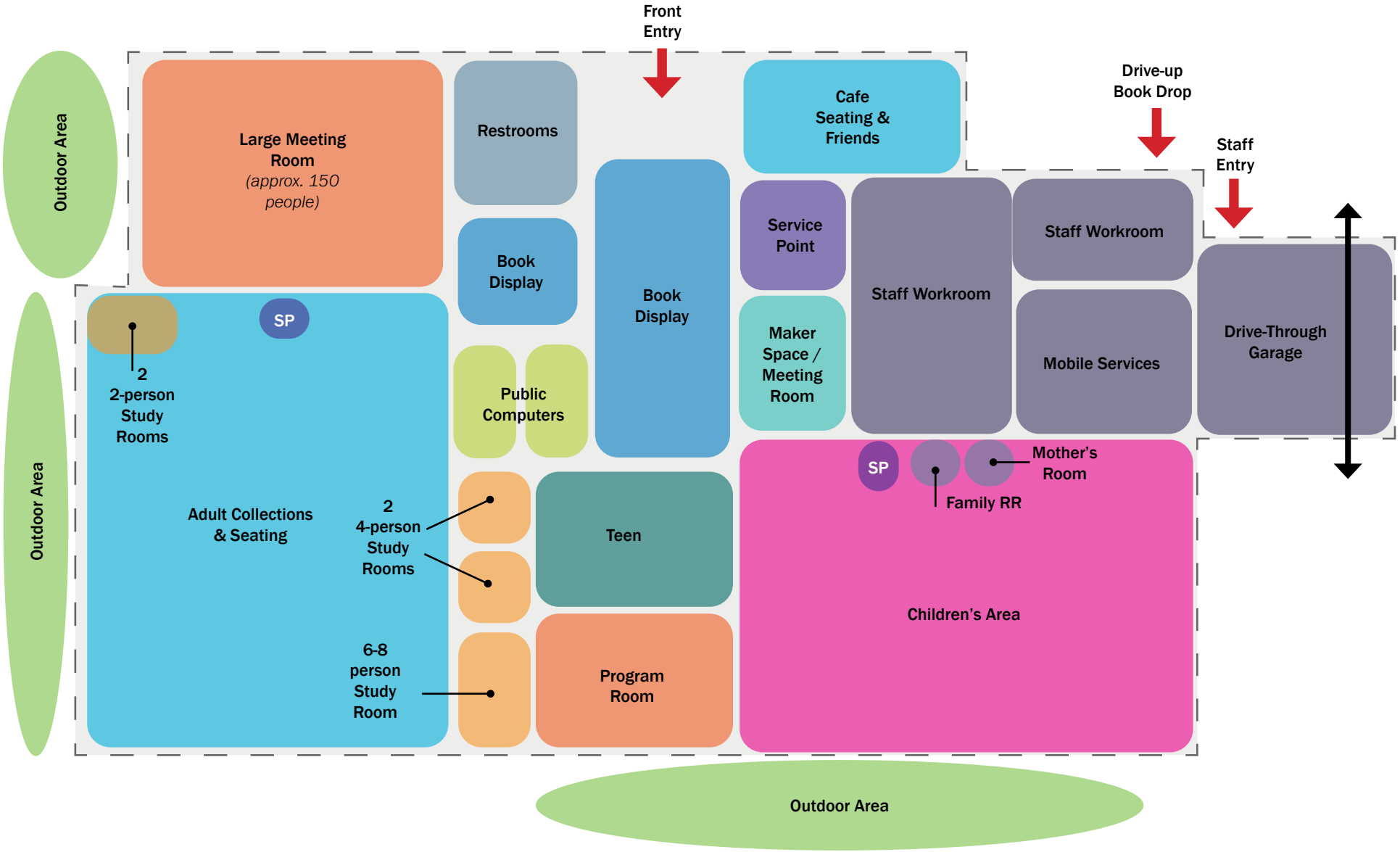
The service desk is over-sized because this space is used for staff to work on projects as well as serve customers

There is a need for increased access to power throughout

There is a need for a covered entry that is large enough to accommodate pick-up lockers

ABOUT THE BUILDINGS - **FAIRVIEW BRANCH**

PROPOSED LAYOUT / 15,000 - 20,000 SF NEW BUILDING



*20,000 SF Building shown (includes relocation of outreach and technical services + new garage space)



SOUTHERN

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**



Address
13920 HG Trueman Road
Solomons, MD 20688

Year Occupied
2013
(13 years)

Building Size
9,200 SF

2025 Visits
61,923
6.73 visits / SF

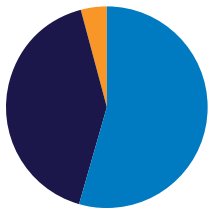
Service Area Population
21,645

Circulating 6.40 physical items / capita

2.86 visits / capita

0.43 SF / capita

2025 Circulation
138,555 physical items



Adult: 55%

YA: 4%

Children: 41%

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**





Overall Impressions of the Space

Entry Experience

- It is immediately evident that you are entering a library when you approach the entrance
- Glass storefront provides good visibility both into and out of the space creating a welcoming feel

Wayfinding

- Overall, the space is easy to navigate upon entry
- However, the teen area is fairly hidden and new visitors may have trouble finding it on their own

Signage

- There is a lack of directional signage but the wayfinding is intuitive with clear sight lines across the space from adult to children's areas
- Collection signage is easy to see and helpful

Facility Flexibility / Adaptability

- The openness of this space does provide opportunity for reconfiguration

Condition of Interior FF&E

- The interior is showing its age / wear / dated appearance and updates are needed

Universal Facility Accessibility

- This is a single story space with accessible restrooms
- Consider the need for an ADA accessible restroom with an adult changing table

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**





Patron Convenience

Parking Lot Use

- There is sufficient parking here as the library is part of a retail development
- Additional lighting is needed in the rear of the building where staff park and enter the building

Access to Self-checkout / Holds

- Self-service Holds shelving and self-checkout machines are located adjacent to the service desk in case assistance is needed

Community Information Display

- A community information display is located near the copy / print area

Exterior Book Drop

- The walk-up book drop has been damaged but feeds into a secure room near the study rooms, and is not adjacent to the staff workroom

Interior Book Drop

- There is a book drop inside the branch near the front entrance to make returning items easier and reduce congestion at the service desk

Smart Lockers

- Smart lockers / pick-up lockers are not currently available at this location

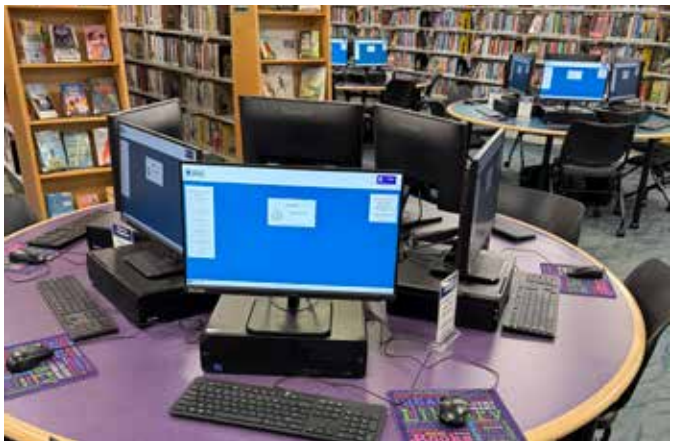
Wellness Room

- A wellness / sensory / nursing mothers room is not available at this location

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**







Services & Staff

Location & Condition of Service Desks

- The service desk appears to be in good condition and although it is easy to see from the entry, visibility from the service desk does not extend to all parts of the library.
- The front “living room” seating area is not visible from the desk and the study rooms are fairly hidden by shelving as well

Ease of Identifying Service Desks

- The service desk is easy to identify

Staff Work Areas

- The staff workroom is accessed from behind the service desk leading first into the workroom area, then the staff lounge, and a storage area beyond that
- The staff entry comes into the storage area

Technology Use

Public Computer Use

- There is a large number of public computer stations at this location but they are well used

Access to Power for Personal Devices

- Seating areas do have access to power where possible

Creative Technology / Maker Space

- There is not currently a maker space available at this location

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**







Adult Areas

Collection

- Collection is primarily housed on 6-high shelving with bottom shelves empty where possible
- The limited amount of space available necessitates taller shelving and makes the library feel more collection-heavy rather than balanced with seating

Seating

- There is a good mix of seating between lounge chairs and tables at various heights
- However, seating is a category where it is clear that available space limits offerings
- Seating areas do offer access to power for customers to plug in their personal devices where possible

Access to Technology

- There is a sufficient quantity of public computer stations at this branch

Teen Area

Collection

- The adult collections flow into the teen collection. This primarily wraps a wall from the lounge chair seating area to the table seating in the teen area

Seating

- The tables in the teen area are very popular and often used by both teens and adults
- Having an open teen space that blends with the adult area works well in this location

Access to Technology

- The teen area does not have designated computer stations but there are adult computer stations nearby

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**





Children's Area

Collection

- Collections are housed on shorter shelving when possible, but the majority of the collection is 4-high and 5-high shelves due to a limited amount of space
- This area appears very collection-heavy with not enough space to incorporate the amount of seating and interactive play space that would be ideal
- It feel evident in the children's area that the library is under-sized for the community it serves and that offerings are dictated by spatial constraints

Seating

- There is a limited amount of seating in this children's area

Access to Technology

- There are AWE stations in the children's area in addition to a couple of computers for older children

Interactive Learning / Play Features

- There are some imaginative play elements and small toys available here

Access to Program Room

- A dedicated youth program room is not available at this location

Access to Family Restroom

- A family restroom is not available at this location

ABOUT THE BUILDINGS - **SOUTHERN BRANCH**







Meeting / Gathering Spaces

Public Meeting Room Access

- The public meeting room is conveniently accessible from both the adult and children's areas; it also serves as the children's program room

Study Room Access

- There are three study rooms at this location
- The walls separating the study rooms allow for significant sound transmission limiting the amount of privacy available in these rooms

Quiet Reading Room

- There is not a designated quiet reading area at this branch but the "living room" seating area etiquette creates a quieter space

Seating Options

- There is a good combination / mix of seating types at this branch including lounge chairs with powered tables, table and chair seating, and counter height seating also with access to power

Outdoor Programming Space

- This location does not have an outdoor space either for programming or customer seating

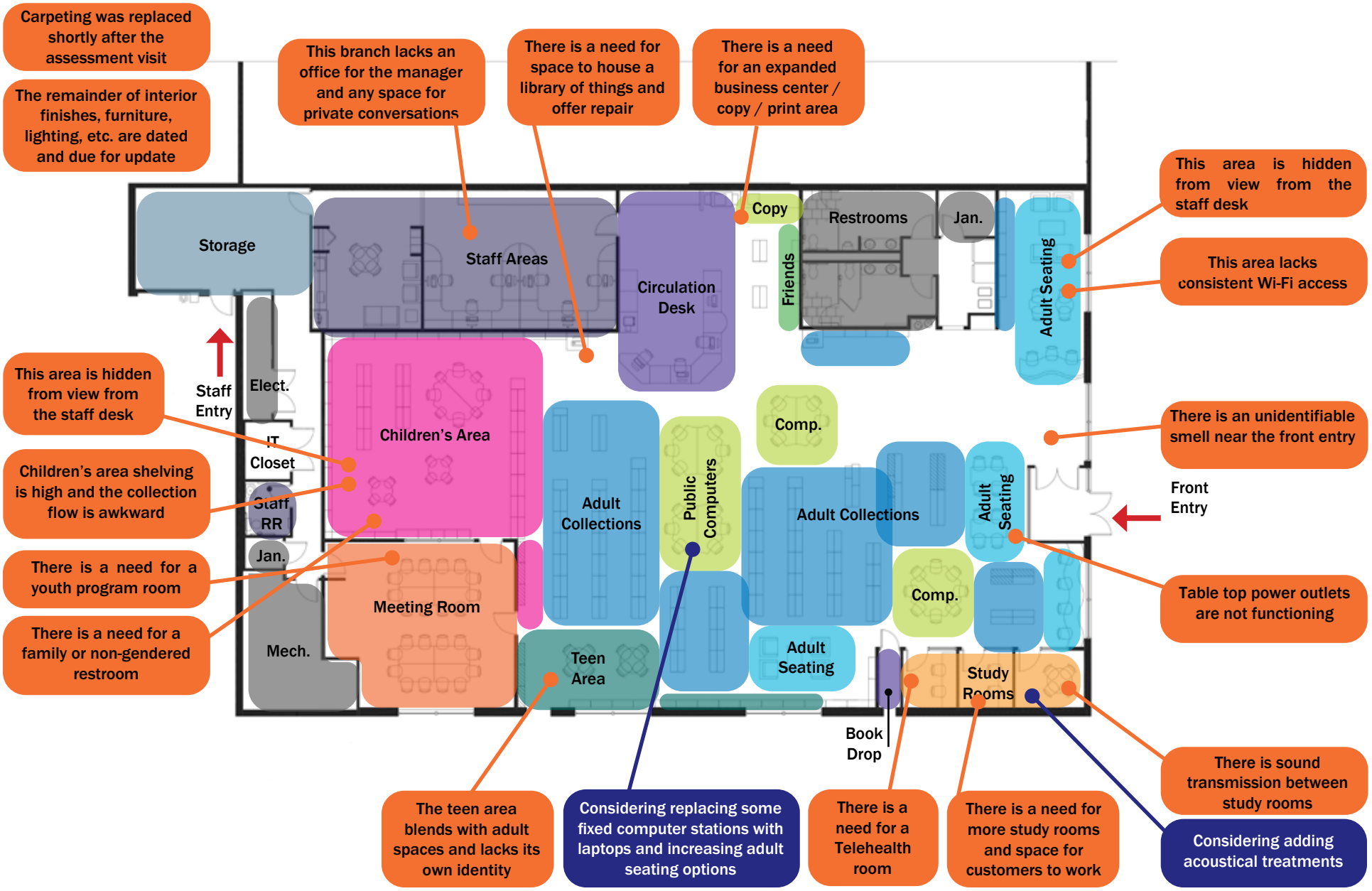
ABOUT THE BUILDINGS - **SOUTHERN BRANCH**

SITE & BUILDING EXTERIOR



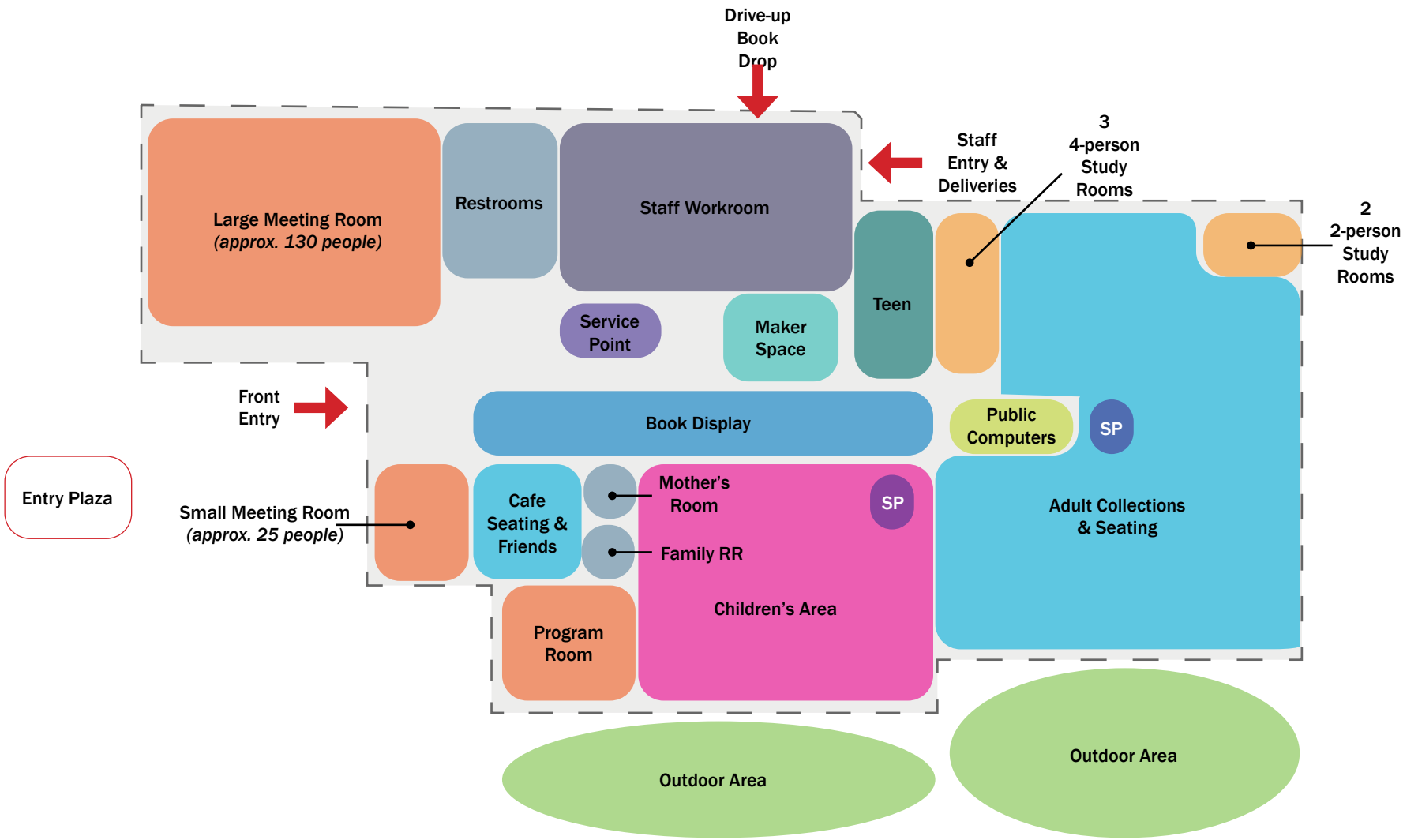
ABOUT THE BUILDINGS - **SOUTHERN BRANCH**

EXISTING LAYOUT



ABOUT THE BUILDINGS - **SOUTHERN BRANCH**

PROPOSED LAYOUT / 15,000 - 20,000 SF NEW BUILDING



*17,000 SF Building shown

TWIN BEACHES



ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**



Address
4100 5th Street
North Beach, MD 20714

Year Constructed
2024
(2 years old)

Building Size
28,000 SF

2025 Visits
116,205
4.15 visits / SF

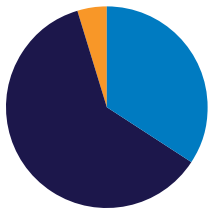
Service Area Population
18,877

Circulating 10.14 physical items / capita

6.16 visits / capita

1.48 SF / capita

2025 Circulation
191,483 physical items



Adult: 34%

YA: 5%

Children: 61%

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**







Overall Impressions of the Space

Entry Experience

- It is evident that this building is library when entering the building from the main entry into the adult floor. Signage at ground level also indicates the building as a library
- The ability to see into the building (due to the glass) also helps to demonstrate its function and that libraries have modernized

Wayfinding

- There is helpful signage in the elevator directing visitors to each floor of the library depending on which area they are looking for
- Each floor offers clear sight lines for visibility
- The FF&E selections on each floor and shelving styles provide visual cues to assist in wayfinding and making it easy to identify the second floor as adult and the top floor as children and teen

Signage

- Directional overhead signage is provided throughout
- Collection signage is provided on shelving throughout

Facility Flexibility / Adaptability

- Although each floor of the library is fairly open to support reconfiguration, there are some limitations to flexibility because the library is on multiple floors

Condition of Interior FF&E

- This building was recently opened and in general the overall condition of FF&E items is still like new
- However, there is some wear on the crawl through elements in the children's area
- Additional seating has been added throughout the building where possible in order to better meet demand and use

Universal Facility Accessibility

- An elevator is available for accessing all floors of the library
- The ground level ADA accessible entry door occasionally swings open due to wind. This entry is located near street parking.
- Due to changes in grade, the parking lot entry is down stairs from the elevator, making that entrance not ADA accessible. This is confusing for many customers.
- Would prefer if the stairs also continued all the way down to the ground level vestibule

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**









Patron Convenience

Parking Lot / Garage Use

- The garage is well used, however, parking spaces are rather tight and some customers have left marks on the columns when entering / exiting their parking spaces
- Additional parking is available in an adjacent surface lot and through on-street parking

Access to Self-checkout / Holds

- Holds shelving and self-checkout stations are located near the circulation desk for easy staff assistance if needed
- An additional self-checkout station is located near the youth services desk on the top floor allowing customers to check out materials there and exit the building without visiting the circulation area

Community Information Display

- A Community Information display board is provided on the ground level in the vestibule
- A food pantry has been added to the ground level vestibule as well
- Brochures for local tourism are also located throughout the building

Drive-up Services

- Drive up services are not available at this location. The limited area available on the site would make this challenging to provide.

Walk-up Book Drop

- The book drop feeds into the automated materials handling system that travels into the circulation workroom
- An internal book drop is available in the circulation area and feeds into the workroom as well

Smart Lockers

- Pick-up lockers are available on the ground level around the corner from the building entrance. These were originally intended to go in the vestibule, but having them outside allows for 24/7 use.

Wellness Room

- A wellness / sensory / nursing mothers room is not available at this location

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**







Services & Staff

Location & Condition of Service Desks

- The service desks are well located on each floor and are in good condition
- The youth area service desk (third floor) is under-sized and a table is used to provide a seat for a second staff member here

Ease of Identifying Service Desks

- Service desks are easy to find and identify on each floor of the library

Staff Work Areas

- The adult level staff workroom functions well and the center island with bin storage below is well used as a work space, collaboration space, and gathering space
- The youth level staff workroom is under-sized and would benefit from a central counter workspace

Technology Use

Public Computer Use

- Public computer stations with privacy partitions between stations are located on the adult floor
- Computer stations are adjacent to a small copy / print area that could use additional work surface next to the machine

Access to Power for Personal Devices

- Power is available in seating areas throughout the building through a combination of floor boxes and wall outlets. Not all floor boxes are flush with the floor and some damage has occurred

Creative Technology / Maker Space

- A maker space with its own storage closet is located on the youth floor. This space has durable finishes, flexible tables, and a sink with counter and cabinet storage.
- Equipment / services offered here include: laser etching, vinyl printing, 3D printing, memory lab, Cricut, laminator, sewing machines, serger, etc.
- Customers like the open space in front of the Maker Space to help guide flow and give relief for gathering near this room
- A stand alone recording studio is located on the youth floor near the service desk and teen area. This feature is not well used and may be relocated to a different library building

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**







Adult Areas

Collection

- Collections are primarily housed on 5-high shelves on the floor but some collections are also housed on taller shelves along the perimeter walls. The height of these shelves can make accessing materials difficult for both staff and customers
- Multiple types of mobile display units and end panel book displays are also located throughout this area. Some styles are preferred to others based on how materials sit on the displays.

Seating

- There is a good selection of seating options including table seating and lounge seating
- The majority of the adult floor feels naturally quiet
- A cafe / vending area also offers table seating and durable finishes. Tables have been added both here and in the seating area near the terrace

Access to Technology

- Public computers and access to power for personal devices are available throughout the adult areas

Teen Area

Collection

- The teen collection is located in the teen area. However, shelving ranges that are intended to be mobile, are a little too long / heavy for easy movement and reconfiguration

Seating

- This area has a good mix of lounge and table seating with access to power
- A large amoeba booth provides soft seating on one side facing the gaming screen and high top counter style seating behind and overlooking the bench seating
- A small seating booth / pod furniture piece is very popular and well used

Access to Technology

- Computer stations are located near the front of the space in view of the service desk
- Computer stations are also near a small copy / print area
- A gaming area with collaborative furniture is located in the teen space but in view of the service desk

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**







Children's Area

Collection

- Collections are housed on lower shelving to make them more accessible to children
- Mobile book display units are also spread around the space

Seating

- There is a combination of seating for children at lower heights / smaller sizes and adults who are accompanying children
- An unofficial Tween area has been created near the front of the children's area. This space is well used and may continue to be developed

Access to Technology

- Computer stations are located within view of the service desk but there are considerations about moving these further into the children's area so they are not as prominent when customers enter this floor

Interactive Learning / Play Features

- Interactive and imaginative play features are placed throughout the children's area with the primary play space being near the terrace. Additional flexible seating has been added here to better accommodate use
- The Everbright is also well used and a fixture of this space

Access to Program Room

- The program room is accessible from both the children's and teen sides of this floor
- The program room storage closet does not have a ceiling which creates noise issues and also limits spaces where staff can have private conversations

Access to Family Restroom

- A family restroom is available in the children's area
- Additional restrooms are needed on this floor

ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**







Meeting / Gathering Spaces

Public Meeting Room Access

- A sub-dividable meeting room is available for library programs and public bookings
- This provides an additional quiet study / meeting space when the study rooms are booked (if an event or program is not occurring)
- Doorways into the meeting room (both sides) are too narrow to fit racks of chairs when loaded and also too narrow for staff to store mobile book display units here if clearing the main space
- One end of the meeting room overlooks a dumpster enclosure which is not ideal

Study Room Access

- There are 2 1-2 person study rooms and 1 2-4 person study room available. However, these rooms lack acoustical separation in the walls between the rooms and also from other library functions
- The larger room has an odd layout and is not sized as originally intended
- There is also limited visibility into the larger room from the service desk due to placement of collection shelving

Quiet Reading Room

- There is a quiet reading area tucked into a corner between the study rooms and nonfiction collection in a space that is open, but naturally quieter
- However, this space does lack line of sight to the service desk for oversight

Seating Options

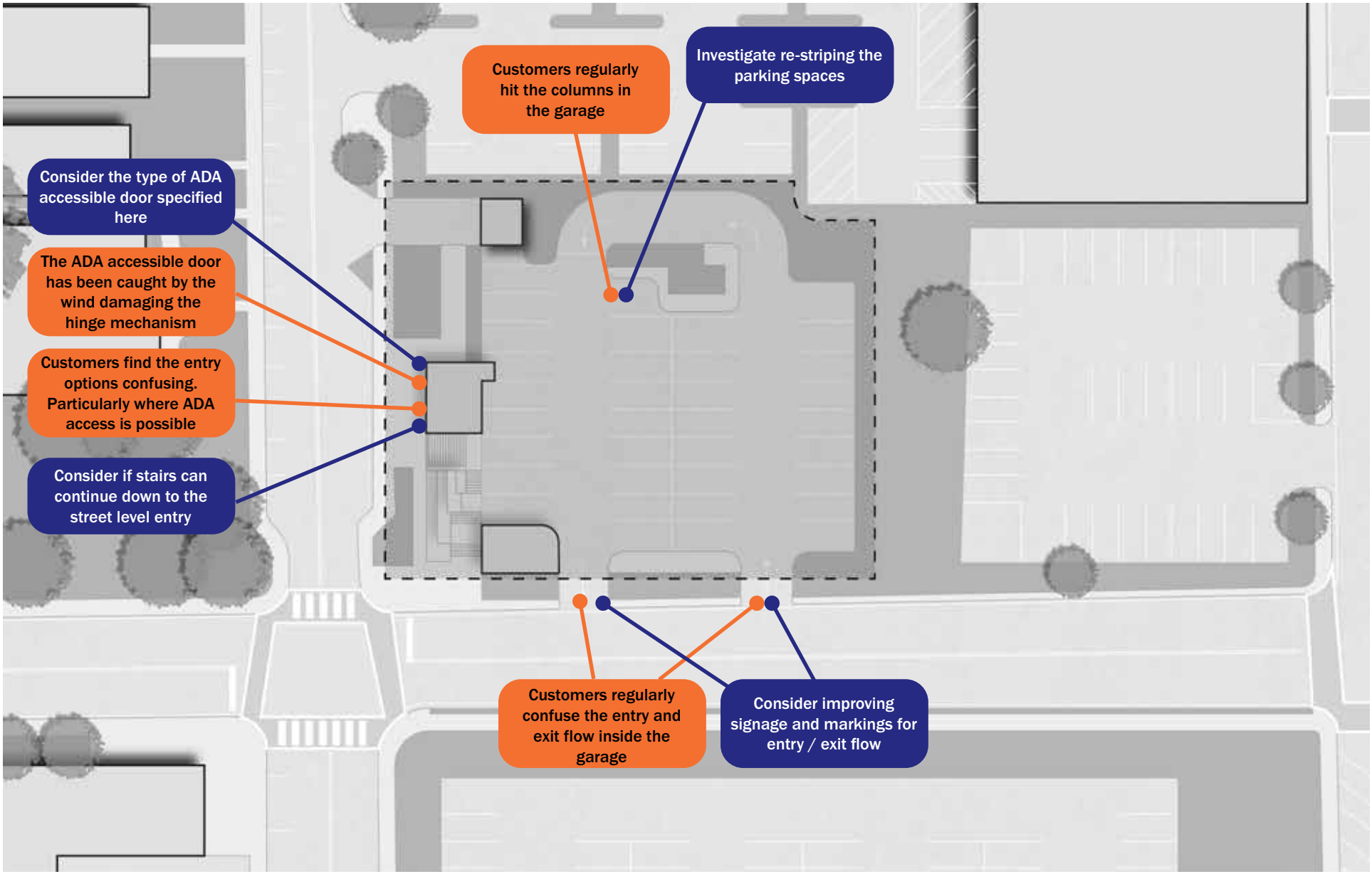
- A variety of seating options are provided throughout the building for each age group in their designated area. Access to power in seating areas is also provided where possible due to placement of floor boxes and wall outlets

Outdoor Programming Space

- Outdoor spaces are provided on both the second and third floors of the library.
- The second floor porch functions as an extension of the adult seating area and is covered by the third floor terrace
- The third floor terrace can be used both for seating and for programs / events and is accessed from both the children's and teen areas
- Both outdoor spaces offer views of the Chesapeake Bay

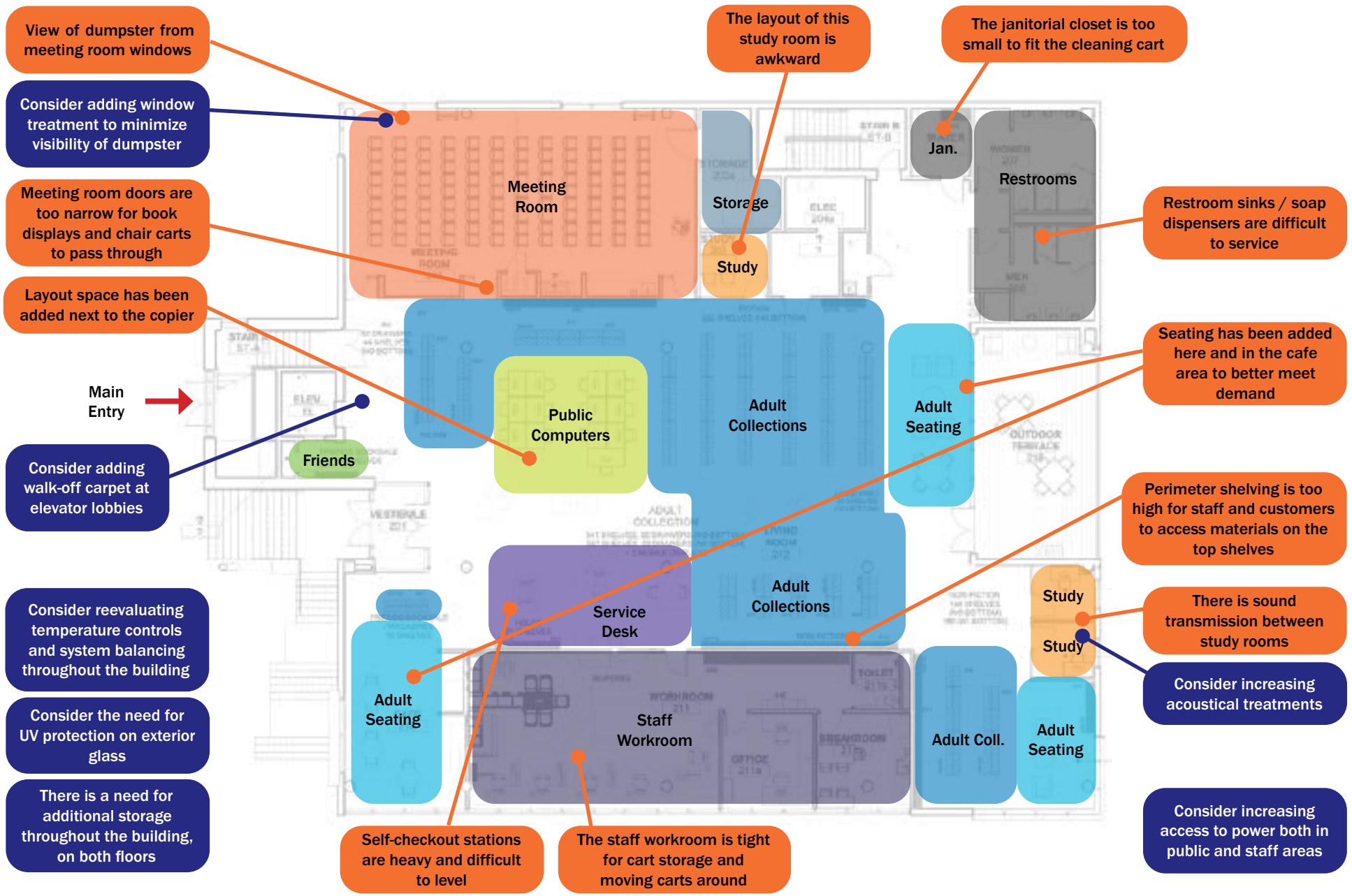
ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**

SITE & BUILDING EXTERIOR



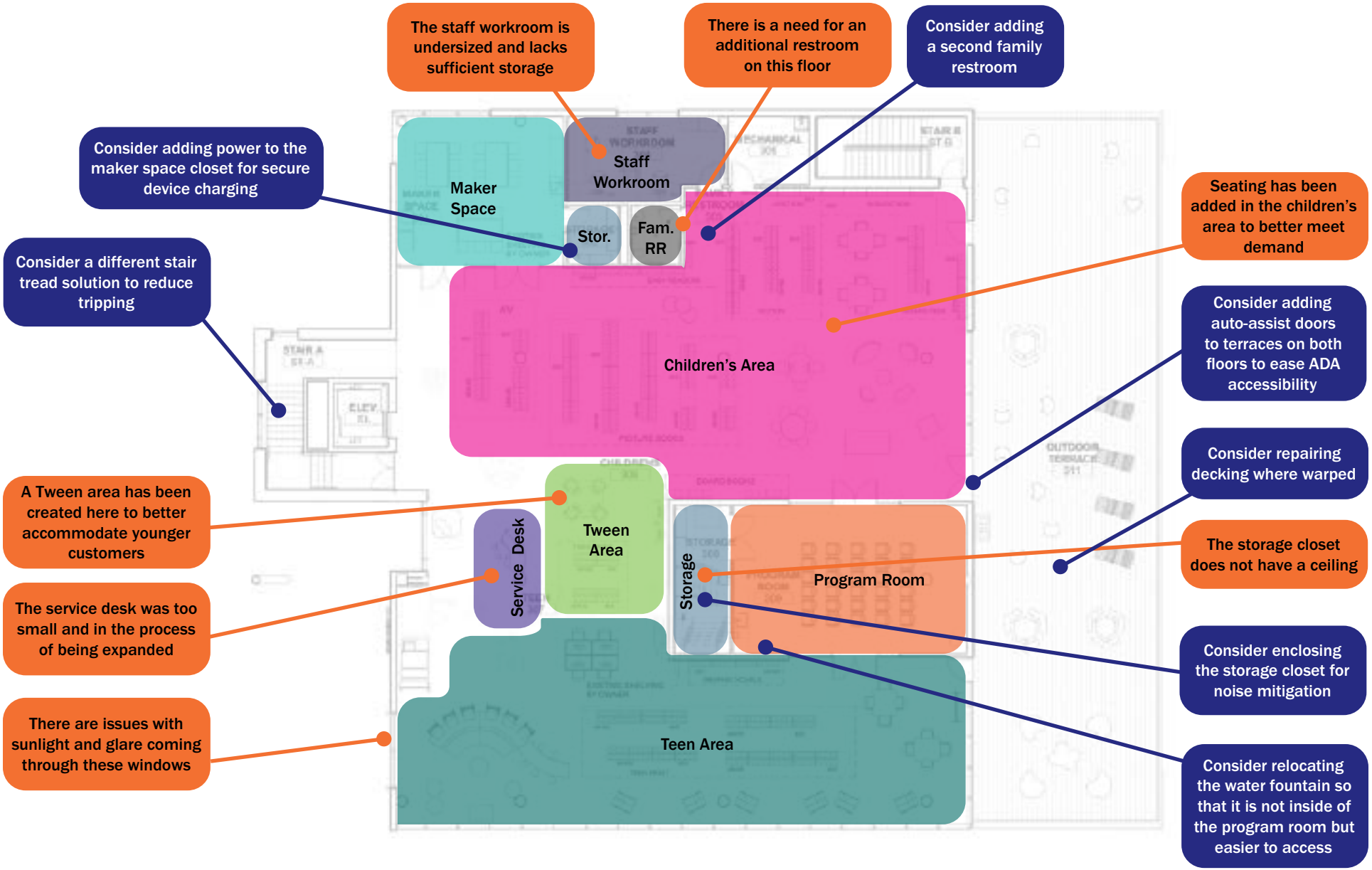
ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**

EXISTING LAYOUT / FIRST FLOOR



ABOUT THE BUILDINGS - **TWIN BEACHES BRANCH**

EXISTING LAYOUT / SECOND FLOOR



05

SUMMARY OF RECOMMENDATIONS

SUMMARY OF RECOMMENDATIONS

SOUTHERN

Priority: 1

RELOCATE TO A NEW BUILDING, LEAVING THE LEASED SPACE

The goal is to plan for a new facility relocating the Southern Branch prior to lease expiry. This would help the Library better accommodate customer needs and avoid costly, needed HVAC updates.

KEY CONSIDERATIONS FOR A NEW BUILDING:

Public Spaces

- A unified public library space with clear sight-lines to the building entrance and throughout for easy oversight and customer wayfinding
- A path of mobile book display units that welcomes customers into the building and leading them further into the space
- A cafe space that features a Friends book sale collection, vending machines, and table seating
- All seating should have access to power for customers to use personal devices
- A maker space that is flexible for a variety of creative uses and equipment
- A defined Teen area that is convenient to both adult and children's area but has its own identity
- A children's area with interactive play elements and is connected to a designated youth program room with a sink and storage

Meeting & Study Spaces

- Study rooms sized for 1-2 person use and 2-4 person use with appropriate sound separation, access to power and integrated video conferencing technology
- Consider also incorporating furniture pods for focused study / work
- A large, sub-dividable meeting room for 100-150 people
- A small meeting room for about 25 people

Staff Areas

- The service point should back onto the staff workroom
- An exterior book drop that feeds directly into a secure, fire-rated room within the staff workroom
- A secure and well-lit staff entry
- A climate separated area where deliveries enter the building adjacent to the staff workroom
- A private office for the branch manager
- A staff lounge and staff restrooms
- Sufficient storage for supplies and materials. Consider separating children's storage and program storage

General Considerations

- Locating pick-up lockers either under cover (overhang) or within an entry vestibule adequately sized to accommodate Smart Lockers
- Electrical outlets throughout the building, located safely and accessibly
- Restrooms that are fully ADA compliant for both public and staff
- Family restrooms should be accessible from the children's area
- Consider the need for a mother's room also accessible from the children's area. This space should have a sink and small counter area.

Outside

- Consider an entry plaza with seating incorporated into the landscape that could be a nice space for customers waiting for transportation
- Outdoor areas that are accessible from both the adult and children's areas and can be used for reading, programming / events, etc.

SUMMARY OF RECOMMENDATIONS

FAIRVIEW

Priority: 2

NEW BUILDING

A new single-story building would allow the library to create a facility that is right-sized for use, is functional, ADA accessible, and would support this community well into the future.

KEY CONSIDERATIONS FOR A NEW BUILDING:

Overall Public Space

- A unified public library space with clear sight-lines to the building entrance and throughout for easy oversight and customer wayfinding
- A path of mobile book display units that welcomes customers into the building and leads them further into the space
- A cafe space that features a Friends book sale collection, vending machines, and table seating
- All seating should have access to power for customers to use personal devices
- Comfortable, dedicated sitting areas for adults
- A reading nook that serves as a local history space
- A glass-enclosed Teen area that is convenient to both adult and children's areas and has access to study rooms
- A children's area with interactive play elements, a family restroom, and mother's room
- A designated youth program room with a sink and storage
- A maker space for hands-on learning and creative projects. This space could also double as a small meeting room with durable finishes and collaborative work surfaces

Meeting & Study Spaces

- Study rooms sized for 1-2 person use, 2-4 person use, and 6-8 person use with access to power and integrated video conferencing technology
- Consider furniture pods for focused study / work
- A large, sub-dividable meeting room for 150 people
- The meeting room could open to the public space for larger events

Staff Areas

- Larger, more functional, and accessible office work space for staff.
- A branch manager's office located for privacy, away from high-traffic areas.
- Sufficient storage plus separate children's storage sized for current and future needs.
- Consider if this location would be a good fit for Mobile Services in addition to a drive-through garage

General Considerations

- Locating pick-up lockers either under cover (overhang) or within an entry vestibule adequately sized to accommodate Smart Lockers
- Electrical outlets throughout the building, located safely and accessibly
- Restrooms that are fully ADA compliant for both public and staff, including two individual/family restrooms visible from the service point and adjacent to the children's area

Outside

- Outdoor space for reading, programs, and events
- Access to an outdoor space from both adult and children's areas
- Site lighting should be mindful of outdoor astronomy programs and creating light pollution
- Increased amount of parking with larger stalls

Quality of Space

- Access to natural light throughout the building
- Shorter shelving for better sightlines and accessibility
- A cozy overall feel throughout the library space
- Higher-quality shelving with nice wood end panels and metal shelves
- Attractive stone and wood elements to warm and enrich the interior

SUMMARY OF RECOMMENDATIONS

PRINCE FREDERICK

Priority: 3

COMPREHENSIVE RENOVATION AND EXPANSION WITHIN THE BUILDING

There are opportunities to expand the second floor (which will help to resolve functional issues and sound transmission between floors) and also to occupy a portion of the lower level.

There is also a need to update all finishes, furniture, millwork, and lighting as part of a renovation project. Reconfigure of existing spaces / layout should are also needed to better size public and staff area based on current and future use.

CONCEPT A (EXPANDED SECOND FLOOR, NO LOWER LEVEL)

First Floor

- A new building entry faces the secondary public parking area and welcomes customers past the patio and uses the rotunda as a focal point for locating the entry. A book display path leads visitors to the service desk and meeting rooms to the left. Public computers, the central service point, and adult collections and seating are also all immediately visible upon entry.
- Study rooms and study pod furniture are also in view of the central service point.
- The relocation of the staff work area is helped by easier access for deliveries to enter the building through what is currently the main entry and support a service point that has visual connectivity to the reference desk, restrooms, elevator, stairs, and the building entry. This would indicate that staff areas are no longer stacked.
- The new location of the meeting rooms provides adjacent storage and the opportunity to accommodate larger events by opening the rooms to the main area where book display units could be wheeled to the side for added seating.
- This floor flows from the noisier meeting rooms to the quieter adult collections and seating area towards the fireplace.

Second Floor

- This floor would continue to house Administration and Youth Services staff as well as the Children's area, play space, and a program room.
- A new Tween area would be developed here and the Teen area would be relocated to this floor as well.
- This floor would house two family restrooms adjacent to the children's area and also shows a new mother's room.
- The current Quiet Study Room location would be replaced with a new Maker Lab with adjacent adult seating.
- A conference room and study rooms would instead provide that quiet reading / focused study space. These spaces could also be used for tutoring and small group projects.

CONCEPT B (EXPANDED SECOND FLOOR, WITH LOWER LEVEL)

First Floor

- This would remain the same as what is described in Concept A above.

Second Floor

- The majority of this floor is focused on Youth Services with a staff work area, family restroom, mother's room, Children's area, Tween area, Teen area, and program room.
- The remainder of this floor would be similar in function to how it is currently used with adult seating.
- The expanded space would also allow for the incorporation of a conference room and study rooms that can be used for small group activities and tutoring.

Lower Level

- A portion of the lower level contains a full-height space with the potential for adding windows as the grade changes along the edge of the building.
- This space could potentially contain Administration offices and a workroom, seating area, storage, and a large Maker Lab.
- Further research is needed in order to provide access to this space and connectivity to the rest of the library building with an elevator and stairs.

MOBILE SERVICES

- Further investigation is recommended as to whether or not this department is best housed at Prince Frederick versus at an alternate location, possibly attached to a new branch library where the site would allow for conveniences like a drive-through garage, flexible work space, and appropriate storage.
- Consideration should also be given to the possible relocation of other departments that provide system-wide services. Because Prince Frederick is land-locked, other ways to gain public space should be investigated.

SUMMARY OF RECOMMENDATIONS

TWIN BEACHES

Priority: as resources are available

MINOR UPDATES & ENHANCED ADA ACCESSIBILITY

The goal is to continue to make adjustments to better respond to how the building is used and be mindful of lessons learned that could be applied to future building projects.

Garage

- Reconfiguration so customers can park safely, with clear one-way signage

First Floor

- Access from the garage and main entrance requires reliable auto-assist doors, and door hardware that resists wind damage.
- Security devices such as the alarm pad should be shielded from public interference.

Second Floor

- HVAC and glazing upgrades to provide consistent, comfortable temperatures and UV protection for both people and collections.
- Study rooms require acoustic treatment
- The staff workroom needs additional storage

Third Floor

- Consider expanding the service point to expand public service
- Glare control, moisture/humidity issues need to be addressed

Building-Wide Interior

- Consider walk-off carpets at all elevator lobbies
- Consider lowering perimeter shelving heights where possible for easier use

06

COST PROJECTIONS

COST PROJECTIONS

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.

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 information contained in the following pages 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 summer / fall of 2023.

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

Minor Renovation (focus on FF&E updates & minor finishes	$150 / SF
Mid-level Renovation (full reconfiguration and FF&E)	$250 / SF
Major Renovation (all of the above & HVAC replacement)	$350 / SF
New Construction	$575 / SF

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

Furniture, Fixtures & Equipment(FF&E)	$40 / square foot
Technology	$15 / square foot
Contingencies	20%
Fees & Miscellaneous	20%

The 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 public streets and sidewalks

COST PROJECTIONS

PRINCE FREDERICK / RENOVATION & INTERNAL EXPANSION OPTIONS									
	Gross SF	Minor Renovation Cost $150/SF	Mid-Level Renovation Cost $250/SF	Major Renovation Cost $350/SF	Furniture & Shelving $40/SF	Contingencies 20%	Technology $15 / SF	Fees & Misc 20%	Total Project Budget
Prince Frederick - Concept A Full renovation and expansion of the Second Floor	2,500		$625,000		$100,000	$145,000	$37,500	$181,500	1,089,000
				$875,000	$100,000	$195,000	$37,500	$241,500	$1,449,000
Prince Frederick - Concept B Full renovation, expansion of the Second Floor, and partial build-out of the lower level	10,000		$2,500,000		$400,000	$580,000	$150,000	$726,000	$4,356,000
				$3,500,000	$400,000	$780,000	$150,000	$966,000	$5,796,000
Prince Frederick - Concept C Minor renovations focused on sound-proofing the children's area, adding study pods / some updating of the adult and teen areas	4,500	$925,000			$180,000	$221,000	$67,500	$278,700	$1,672,200
			$1,375,000		$180,000	$311,000	$67,500	$386,700	$2,320,200
	$250,000 for enclosing the children's area is included in both the minor and major renovation costs								

Not included above, there should be consideration for a 3.5% escalation factor annually.

COST PROJECTIONS

PRINCE FREDERICK / MAINTENANCE ITEMS

These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project. However, when setting the budget for renovation or expansion, it is important to account for the large scale items outlined below.

	Item #	Description	Anticipated Cost
Immediate Items (0-2 Years)	1	Resolve restroom ventilation deficiencies	$22,500
	2	Address recurring drain clogging and gutter dripping / overflow (re-line / re-slope)	$150,000 - $300,000
	3	Replace entry door automation	$15,000
	4	Improve IT room ventilation	$12,000
	5	Upgrade meeting room AV systems	$35,000 - $75,000
	6	Correct Storytime room doorway accessibility concerns	$8,000
	7	Replace air curtain at front entrance with new electric heated air curtain to minimize infiltration in winter	$8,000
		Immediate Items Subtotal	**$250,500 - $440,500**
Near-Term Items (2-5 years)	1	Replace movable meeting room partitions (standard - higher STR rated wall)	$100,000 - $150,000
	2	Improve acoustic separation between staff and quiet spaces	$15,000 - 30,000
	3	Address open stair sound transmission - Option A: sound baffles	$15,000 - $250,000
		Address open stair sound transmission - Option B: glass enclosure	
	4	Balance HVAC performance in meeting rooms and staff workrooms	see mechanical recommendations in Appendix A

COST PROJECTIONS

PRINCE FREDERICK / MAINTENANCE ITEMS *CONTINUED*

These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project. However, when setting the budget for renovation or expansion, it is important to account for the large scale items outlined below.

	Item #	Description	Anticipated Cost
Near-Term Items (2-5 years)	5	Improve children's area lighting levels - Option A: re-lamp with existing fixtures	$5,000 - $12,000
		Improve children's area lighting levels - Option B: replace fixtures	$15,000 - $25,000
	6	Sealant Replacement - replace deteriorated window and door sealants	$75,00 - $100,000
	7	Gutter Repairs - limited re-lining, localized slope correction at accessible gutter runs	$75,000 - $150,000
	8	Trip Hazard Repair - repair uneven transitions at donor brick patio	$2,500 - $5,000
		Near-Term Items Subtotal	**$302,500 - $722,000**
Mid-Term Items (5-10 years)	1	Improve roof acoustic insulation performance	$ TBD
	2	Install new lighting controls	$30,000
	3	Evaluate existing egress lighting operation	$2,000
		Mid-Term Items Subtotal	**$32,000**

COST PROJECTIONS

PRINCE FREDERICK / MAINTENANCE ITEMS *CONTINUED*

These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project. However, when setting the budget for renovation or expansion, it is important to account for the large scale items outlined below.

	Item #	Description	Anticipated Cost
Long-Term Items (to be addressed as funds are available)	1	Repair or replace inoperable windows	$50,000 - $75,000
	2	Interior Renovation - carpet ($6/SF)	$175,000 - $250,000
		Interior Renovation - interior finishes, painting ($2/SF)	$55,000 - $75,000
	3	Replace all of the receptacles with new, tamperproof ones in public areas, with the same color and coverplates	$5,000
	4	Replace all GFCI receptacles	$2,000
	5	Modernize phone switchboard system	$250 per phone
	Long-Term Items Subtotal		**$287,000 - $407,000**
		Total Anticipated Cost	**$872,000 - $1,601,500**

COST PROJECTIONS

FAIRVIEW BRANCH / NEW BUILDING							
	Gross SF	Construction Cost $575/SF	Furniture & Shelving $40/SF	Contingencies 20%	Technology $15 / SF	Fees & Misc 20%	Total
A new 20,000 SF building	20,000 SF	$11,500,000	$800,000	$2,460,000	$300,000	$3,012,000	$18,072,000

Not included above, there should be consideration for a 3.5% escalation factor annually.

However, the potential new Library Building would likely anticipate beginning construction in 2032 and could possibly be up to 20,000 SF. Below are the projected Total Project Costs with escalation.

2028: $18,704,520

2029: $19,359,179

2030: $20,036,751

Current construction market conditions are volatile and actual costs and escalation percentages may vary significantly from current projections.

FAIRVIEW BRANCH / MAINTENANCE ITEMS			
These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project.			
	Item #	Description	Anticipated Cost
Immediate Items	1	Address roof drainage issues - Option A: clear clogging ($4,000)	$4,000 - $60,000
		Address roof draining issues - Option B: tie into storm drain ($60,000)	
	2	Replace entry doors with automatic controls (4 doors total)	$120,000
	3	Resolve PA system reliability concerns	$25,000
	4	Restore functionality of floor box electrical infrastructure	TBD
		Immediate Items Subtotal	**$149,00 - $205,000**

COST PROJECTIONS

FAIRVIEW BRANCH / MAINTENANCE ITEMS *CONTINUED*			
These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project.			
	Item #	Description	Anticipated Cost
Near-Term Items (2-5 years)	1	Renovate restrooms for accessibility compliance	$250,000 - $300,000
	2	Replace ceiling systems - Option A: Tile only	$50,000 - $90,000
		Replace ceiling systems - Option B: Tile and suspension grid	**$100,000 - $175,000**
	3	Modernize lighting systems - Option A: LED retrofit	**$50,000 - $100,000**
		Modernize lighting systems - Option B: Replace fixtures	$125,000 - $225,000
	4	Improve entry canopy coverage - Option A: Using existing foundations	$40,000 - $50,000
		Improve entry canopy coverage - Option B: New foundations and larger canopies	$75,000 - $150,000
	5	Adjust parking layout striping where feasible	$3,000 - $6,000
	6	Replace heating water boiler	$15,000
		Near-Term Items Subtotal	**$708,000 - $1,111,000**

COST PROJECTIONS

FAIRVIEW BRANCH / MAINTENANCE ITEMS *CONTINUED*			
These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project.			
	Item #	Description	Anticipated Cost
Mid-Term Items (5-10 years)	1	Improve building envelope energy performance (Appendix A)	TBD
	2	Expand customer accessible power infrastructure	$75,000 - $150,000
	3	Replace two existing 7.5-ton packaged rooftop HVAC units	$40,000
	4	Provide proper panel schedules for the electrical panels	$4,000
	5	Cleanup in front of the electrical panels, to ensure working clearances. Move materials and non-electrical items out of the way	$4,000
	6	Install new lighting controls	$30,000
	7	Add some devices to the fire alarm system. Update existing	$7,500
	8	Evaluate existing egress lighting operation	$2,000
		Mid-Term Items Subtotal	**$162,500 - $237,500**
Long-Term Items (to be addressed as funds are available)	1	Replace all of the receptacles with new, tamperproof ones in public areas, with the same color and coverplates	$5,000
	2	Replace all GFCI receptacles	$1,000
	3	Modernize phone switchboard system	$250 per phone unit
		Long-Term Items Subtotal	**$6,000+**
		Total Anticipated Cost	**$1,025,500 - $1,559,500**

COST PROJECTIONS

SOUTHERN BRANCH / NEW BUILDING							
	Gross SF	Construction Cost $575/SF	Furniture & Shelving $40/SF	Contingencies 20%	Technology $15 / SF	Fees & Misc 20%	Total
A new 15,000 SF building	15,000 SF	$8,625,000	$600,000	$1,845,000	$225,000	$2,259,000	$13,554,000

Not included above, there should be consideration for a 3.5% escalation factor annually.

However, the potential new Library Building would likely anticipate beginning construction in 2028 and could possibly be up to 15,000 SF. Below are the projected Total Project Costs with escalation.

2028: $14,028,390

2029: $14,519,384

2030: $15,027,563

Current construction market conditions are volatile and actual costs and escalation percentages may vary significantly from current projections.

COST PROJECTIONS

SOUTHERN BRANCH / MAINTENANCE ITEMS			
These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project.			
	Item #	Description	Anticipated Cost
Immediate Items	1	Mechanical contractor or commissioning agent should investigate humidity control issues. Confirm proper operation of RTU-1. According to existing drawings, RTU-1 may not have been provided with an air-side economizer which is required by code. However, if the unit was provided with economizer, it's possible that it is "dry bul temperature based control" instead of enthalpy based control, which could be contributing to humidity issues. Check minimum outside air damper position and adjust as needed to minimize humid OA intake. When unit is replaced in the future, it should include a "hot gas reheat coil" and dehumidification controls for direct control over space humidity levels.	$3,000
		Immediate Items Subtotal	**$3,000**
Near-Term Items (2-5 years)	1	Improve entry plaza lighting	$5,000 - $10,000
	2	Repair exterior book drop locking hardware	$5,000
	3	Improve acoustic separation between study rooms	$2,500
	4	Improve acoustic separation between study rooms	$7,500
	5	Repair powered table outlet mechanisms	$3,000
	6	Replace energy recovery ventilator serving AHU-1.	$4,000
	7	Replace ducted split systems AHU-1 and AHU-2.	$16,000
	8	Replace 15-ton packaged rooftop unit RTU-1 (include hot gas reheat for dehumidification).	$30,000
		Near-Term Items Subtotal	**$73,000 - 78,000**

COST PROJECTIONS

SOUTHERN BRANCH / MAINTENANCE ITEMS *CONTINUED*			
These items need to be completed in order for the building to remain functional. The timing of these maintenance and repair items should be weighed against the need and timing of any planned renovation or facility replacement projects. Often, these items can be accomplished as part of a renovation project.			
	Item #	Description	Anticipated Cost
Mid-Term Items (5-10 years)	1	Entry accessibility improvements	$5,000
	2	Install new lighting controls	$30,000
	3	Replace all of the dated lighting with new LED lighting. Replace all of the exit signs and egress lighting	$100,000
	4	Evaluate existing egress lighting operation	$2,000
	5	Replace ductless mini-split units	$8,000
		Mid-Term Items Subtotal	**$145,000**
Long-Term Items (to be addressed as funds are available)	1	Replace all of the receptacles with new, tamper-proof ones in public areas, with the same color and coverplates	$7,500
	2	Replace all GFCI receptacles	$1,500
		Long-Term Items Subtotal	**$9,000**
		Total Anticipated Cost	**$230,000 - $235,000**

COST PROJECTIONS

TWIN BEACHES BRANCH / MAINTENANCE ITEMS

These are items that will improve the usability, functionality, and comfort of the building. These items should be considered for implementation.

	Item #	Description	Anticipated Cost
Immediate Items	1	Repair accessible entry door hinge	$5,000
	2	Replace warped roof terrace decking boards	$2,500
	3	Improve stair tread edge visibility	$2,500
	4	Address window sealant and localized leakage areas	$10,000
	5	Provide ventilation for AV closet	$5,000
	6	Replaced damaged / recessed floor boxes	$250 each
	7	Pipe domestic water RPZ backflow preventer drain to floor drain to avoid potential slipping hazard in water room	$150
	8	Re-balance south office VRF duct system to potentially eliminate current issues with overheating. Verify proper unit operation and provide for a more in depth study to determine if modifications to the existing unit or an additional unit would be required	$5,000
	9	Possible new unit may be required to correct overheating in the space noted in Item 8 above	$175,000 - $275,000
		Immediate Items Subtotal	**$205,150 - $305,150**
Near-Term Items (2-5 years)	1	Adjust meeting room HVAC zoning	$TBD
	2	Add walk-off carpet at elevator lobbies	$3,500
		Near-Term Items Subtotal	**$3,500+**

COST PROJECTIONS

TWIN BEACHES BRANCH / MAINTENANCE ITEMS *CONTINUED*			
These are items that will improve the usability, functionality, and comfort of the building. These items should be considered for implementation.			
	Item #	Description	Anticipated Cost
Mid-Term Items (5-10 years)	1	Evaluate existing egress lighting operation	$2,000
		Mid-Term Items Subtotal	**$2,000**
Long-Term Items (to be addressed as funds are available)	1	Replace all GFCI receptacles	$2,500
		Long-Term Items Subtotal	**$2,500**
		Total Anticipated Cost	**$213,150 - $313,150**

Appendix A

FACILITIES CONDITION ASSESSMENT

Appendix B

INPUT GATHERING


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