



Nancy S. Grasmick
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

TO: Members of the State Board of Education
FROM: Nancy S. Grasmick *Nancy*
DATE: September 21, 2010
RE: County Library Capital Projects Grant Program
Projects Recommended for Funding, FY2012

PURPOSE:

To present county public library capital projects recommended for funding in the State's FY2012 Capital Budget (**Attachment I**) and projects recommended for supplemental grant funding from the statewide contingency fund during FY 2011 (**Attachment IB**) to the State Board of Education for review and approval.

BACKGROUND:

The Division of Library Development and Services (DLDS) is the central State Library Agency, providing leadership and guidance for the planning and coordinated development of library and information services in the State, including the development of the State Library Network to meet the library and information needs of the State, and to administer federal and State funds appropriated to DLDS for library purposes.

Article § 23-510 of the Annotated Code of Maryland (**Attachment II**) provides for the establishment of a grant program in the DLDS to assist in the funding of public library capital projects. This program mandates that \$5,000,000 will be included in the State budget beginning in FY2008 and every year thereafter. This amount was included in the Capital Budget approved by the State Board at the August 24, 2010 meeting. Additionally, \$825,000 in rescinded grant funds from FY 2010 and FY 2011 are recommended for reallocation as outlined in the Regulations associated with this grant program.

DLDS is required to develop and administer this grant program to provide a uniform and objective analysis of proposed capital projects and support projects that address the public library needs in the State (**Attachment III**).

The Division began accepting applications for the FY2012 County Public Library Capital Project Grant Program on May 1, 2010 with a due date of June 11, 2010 (**Attachment IV**). A workshop on the application process for FY 2012 was presented by staff from DLDS and the Department of Budget and Management (DBM) on April 29, 2010. The workshop was attended by 23 participants from 17 public library systems.



BACKGROUND: (continued)

Each application was accompanied by a countywide library plan that included a mission statement, needs statement and multiyear goals. Applicants also submitted a Master Plan describing the capital projects approved by the applicant's governing body, an updated and detailed Capital Improvement Program for the following fiscal year; and the library Capital Improvement Program for the following five years.

A Grant Review Committee was established to include representatives with knowledge of capital projects whose system was not applying for grants, and reflective of the geographic diversity of the State (**Attachment V**). Prior to the meeting of the Committee, committee members received copies of each grant application, evaluation criteria with instructions (**Attachment VI**), and the scoring rubric (**Attachment VII**). The Committee met on June 20, 2010 to review their preliminary evaluation scores, discuss the individual grant requests, identify capital projects for funding approval, and recommend the State allocation for FY2012 for each project to the State Board of Education.

EXECUTIVE SUMMARY:

DLDS received 14 grant requests for FY 2012 from 10 public library systems totaling \$7,943,000. Two projects were determined to be ineligible for funding by the review committee and one project was subsequently withdrawn by the Library. All projects recommended for funding meet or exceed the 50% match requirement from any combination of county, municipal, or private sources. Matching funds totaled \$37,028,419. Those counties not submitting requests were contacted to ensure that they did not plan to apply for this grant cycle.

Upon State Board approval, letters from each grantee, evidencing the local participation for each project, will be forwarded to the Department of Budget and Management. This evidence of the local match coupled with the list of approved projects from the State Board completes the communication necessary to certify projects as "ready to proceed" and finalize the standard grant and loan program budget request.

A list of the County Public Library Capital Projects recommended for funding in the FY 2012 State budget is attached for your review and approval. In addition, a list of Projects recommended for supplemental grant funding from the statewide contingency fund during FY 2011 is attached.

Also included is a summary of projects which have been approved (**Attachment VIII**) in prior years.

ACTION:

Approval of recommendations.

NSG/imp/lmd

Maryland State Department of Education
 Division of Library Development and Services
 County Public Library Capital Projects Grants Program
SYNOPSIS FOR FY 2012 WITH RECOMMENDED FUNDING

Attachment I

COUNTY Location	SYNOPSIS OF PROJECT	RECOMMENDED AMOUNT	MATCH AMOUNT
TOTAL		\$5,000,000	\$37,028,419
Allegany South Cumberland	Following through on the work of the January 2010 Feasibility Study and Concept Design for the Renovation of the South Cumberland Library this application seeks funding for the Architectural Design and Engineering phase of the project. At the end of this phase, we will have a complete set of architectural and engineering drawings that will provide a modern, efficient, re-energized library for the South Cumberland Community and allow us to solicit bids for the renovation, and expansion phase of the project. The authors of the Feasibility Study concluded that the program space required for library services to the South Cumberland community, can best and most economically be achieved by renovation and expansion of the present facility.	\$100,000	\$100,000
Baltimore City Waverly	This project calls for the renovation of the Waverly Branch to address ADA and building code deficiencies, create a space for young adult programming, and increase the current space allocation for public computer use. In addition the renovation will include reconfiguration of meeting room and office areas for better and more efficient use and the upgrade/replacement of windows and doors to provide maximum energy efficiency. Completion of this renovation is expected to increase access and utilization as has been the case at other recently completed branches. The Library is currently utilizing FY 2011 City of Baltimore Bond funding to initiate the planning process which is expected to be completed by early FY 2012.	\$400,000	\$600,000
Carroll Mt. Airy	This project will renovate the 19 year old Mt. Airy Branch of the Carroll County Public Library. Funding will cover improvements including: addition of a much needed computer room; consolidation of customer service desks; increasing express checkout work areas; improving security for non-print collections; enlarging staff work area; replacing furniture and built in shelf end and collection locators; enhancing the existing public computer area, including relocation of electrical conduit and outlets to better accommodate WiFi users. Exterior improvements include roof replacement, fascia board repair, sidewalk improvements between the parking lot and main entrance for ADA compliance, and parking lot overlay.	\$233,000	\$234,819

Maryland State Department of Education
 Division of Library Development and Services
 County Public Library Capital Projects Grants Program

SYNOPSIS FOR FY 2012 WITH RECOMMENDED FUNDING

Attachment I

<p>Charles Waldorf West</p>	<p>Charles County, Maryland has a growing and diverse population base with 149,000 people. Our three current public library facilities have a total square footage of 36,300 square feet. In adding a new facility, Waldorf West, it will bring the square footage up to 64,400. With the additional facility, we are only approaching the essential range of one square foot per county resident. Charles County libraries are dramatically insufficient compared to customer use. Our square footage per capita is the lowest in Maryland, as is our items per capita. New library construction would give residents more materials, more space for library services and programs, more meeting rooms, tutoring areas, and an environment to meet growing community need.</p>	<p>\$800,000</p>	<p>\$8,663,000</p>
<p>Howard Administration</p>	<p>This project repurposes the former 23,500 sq. ft. Miller Branch building into office space. Howard County Library administrative staff will relocate from their offices currently occupying 16,000 sq. ft. at HCL's Central and East Columbia branches. This space conversion will enable the renovation of same to address critical deficiencies at these locations for vital educational initiatives and urgently needed public parking. The funding Howard County has indicated will be allocated for this project in FY 2012 includes anticipated State Grant Funding. The higher the State Grant amount, the greater the likelihood that this project will be fully funded.</p>	<p>\$818,000</p>	<p>\$3,950,000</p>
<p>Howard Central</p>	<p>This project renovates 7,000 sq. ft. of Howard County Library's Central Branch office space to alleviate overcrowding, creating critically needed additional public service space for high-demand educational initiatives for adults, children, and teens. A 47,000 sq. ft. building, the Central Branch draws thousands of customers of all ages on a daily basis, for self-directed education, research assistance and instruction, and instructive and enlightening experiences. The funding Howard County has indicated will be allocated for this project in FY 2012 includes anticipated State Grant Funding. The higher the State Grant amount, the greater the likelihood that this project will be fully funded.</p>	<p>\$100,000</p>	<p>\$200,000</p>
<p>Howard East Columbia</p>	<p>This project renovates 9,000 sq. ft. of Howard County Library's East Columbia Branch office space to alleviate overcrowding, creating critically needed additional public service space for high-demand educational initiatives for adults, children, and teens. A 46,100 sq. ft. building, the East Columbia Branch draws thousands of customers of all ages on a daily basis--including hundreds of at-risk youth--for self-directed education, research assistance and instruction, and instructive and enlightening experiences. The funding Howard County has indicated will be allocated for this project in FY 2012 includes anticipated State Grant Funding. The higher the State Grant amount, the greater</p>	<p>\$128,000</p>	<p>\$256,000</p>

Maryland State Department of Education
 Division of Library Development and Services
 County Public Library Capital Projects Grants Program

SYNOPSIS FOR FY 2012 WITH RECOMMENDED FUNDING

Attachment I

<p>Montgomery Gaithersburg</p>	<p>the likelihood that this project will be fully funded.</p> <p>Renovate and expand the Gaithersburg Library from 33,726 to 61,471 square feet. The Department of Public Libraries' Strategic Facilities Plan identified the Gaithersburg Library for renovation in 2001, 20 years after it opened to the public. The community successfully lobbied for a larger library in 2007 due to heavy usage patterns and increased service needs. This resulted in a revision to the Program of Requirements that added an additional 27,745 square feet to the original plans. The additional space will enhance the service program at one of the county's busiest full service branches.</p>	<p>\$500,000</p>	<p>\$5,500,000</p>
<p>Montgomery Silver Spring</p>	<p>Construct a new 64,000 square foot library in Silver Spring to replace an existing 13,600 square foot facility within a multi-use building that will include an art and entertainment non-profit, gallery, art store, County offices, retail, and a light rail station for the Purple Line. There will also be a residential facility on the same site. The new library will provide expanded space in all service area as well as space for new services. Additional space is needed to address the projected increase in users due to the Purple Line station, growth in jobs, housing and commercial space, and the new location in the central business district.</p>	<p>\$818,000</p>	<p>\$10,248,000</p>
<p>Somerset Princess Anne</p>	<p>This project is a continuation of the County Public Library Capital Project Grant awarded to Somerset County Library System for the Princess Anne Library, Planning for Space Reallocation and Facilities Upgrade in FY 2009. Upon completion of planning in June 2010, three phases of the renovation will be accomplished during FY 2011 - FY 2013. This grant will fund the second phase of the project which includes renovating the public restrooms, relocating the Community Room, relocating the Children's Room, constructing a small addition for a new boiler room, and relocating access to the attic. The library receives the second lowest per capita funding in the state and capital grant funds are essential for the library to leverage local resources.</p>	<p>\$103,000</p>	<p>\$104,000</p>
<p>Washington Main Library Hagerstown</p>	<p>Renovate and expand the Washington County Free Library. The Washington County Free Library is co-located with the Western Maryland Regional Library. The existing building is 40+ years old and suffers from a variety of code related, programmatic, and physical deficiencies. These deficiencies will be corrected and the space now occupied will be enlarged and updated. The Washington County Free Library will expand from 43,376 GFS to 84,000 GFS.</p>	<p>\$1,000,000</p>	<p>\$7,000,000</p>

Maryland State Department of Education
 Division of Library Development and Services
 County Public Library Capital Projects Grants Program
SYNOPSIS FOR FY 2011 WITH RECOMMENDED FUNDING
FROM STATEWIDE CONTINGENCY FUND

Attachment IB

COUNTY Location	SYNOPSIS OF PROJECT	RECOMMENDED AMOUNT	MATCH AMOUNT
TOTAL		\$825,000	\$42,997,625
Montgomery Gaithersburg	Renovate and expand the Gaithersburg Library from 33,726 to 61,471 square feet. The Department of Public Libraries' Strategic Facilities Plan identified the Gaithersburg Library for renovation in 2001, 20 years after it opened to the public. The community successfully lobbied for a larger library in 2007 due to heavy usage patterns and increased service needs. This resulted in a revision to the Program of Requirements that added an additional 27,745 square feet to the original plans. The additional space will enhance the program of service at one of the county's busiest full service branches.	\$125,000	\$12,040,000
Saint Mary's Leonardtown	Complete design of a new LEED certified 39,000 square foot Leonardtown Library and administrative offices. The current facility is 19,000 square feet on two floors in a 1954 National Guard Armory with no elevator. A 2007 facilities study concluded that the building has functionally inadequate and obsolete space and should not be renovated. The county purchased land in December 2008 to build a new library as well as an elementary and middle school. The site is in the development district where more than 650 new homes are projected to be built in the next ten years. The site also provides space for future expansion.	\$50,000	\$962,000
Talbot Main Library Easton	Renovate and expand the main library of the Talbot County Free Library in Easton from 18,000 to 28,000 square feet. The current facility was built in 1978 and has never been renovated or expanded. The existing library is inadequate in terms of size, accessibility, functionality and efficiency. Expansion is critical to meet demands of the population growth experienced by the county over the last 31 years.	\$475,000	\$6,532,000
Washington Main Library Hagerstown	Renovate and expand the Washington County Free Library which shares space with the Western Maryland Regional Library. The project will address space needs which include insufficient space, functionally inadequate space, and obsolete space.	\$175,000	\$3,660,000

STATEWIDE CONTINGENCY FUND – July 1, 2010

\$375,000 rescinded by Wicomico County on May 17, 2010 to offset a 43% operating budget reduction
\$450,000 rescinded by Frederick County on June 4, 2010 after suspension of all FY 2011 capital projects

TOTAL - \$825,000

Recommended action: Allocate \$825,000 to four existing FY 2011 grants (above) where the original request was not fully funded.

- This action will enable current projects to take advantage of historically low construction bids.
- Funds previously released to MSDE will be utilized as per legislative intent.

Maryland State Department of Education
Division of Library Development and Services
County Public Library Capital Projects Grants Program
**SYNOPSIS FOR FY 2011 WITH RECOMMENDED FUNDING
FROM STATEWIDE CONTINGENCY FUND**

Attachment IB

- The projects have been fully vetted by the DLDS review committee, MSDE Board, Department of Budget and Management, and the Board of Public Works.

**STATE BOARD OF
EDUCATION**

Subtitle 05 SPECIAL INSTRUCTIONAL PROGRAMS

13A.05.04 Programs for Library Media Services

Authority: Education Article, §23-510,
Annotated Code of Maryland

.08 County Library Capital Project Grants Program.

A. In this regulation, the following terms have the meanings indicated.

B. Terms Defined.

(a) "DLDS" means the Division of Library Development and Services.

(b) "LLA" means local library agency or county library system.

(c) "Project completion" means:

(i) Construction work has been completed in accordance with the contract documents;

(ii) The project architect has issued a certificate of completion;

(iii) The contractor has submitted the application for final payment; and

(iv) The building has been accepted by the LLA.

C. Responsibilities of DLDS. DLDS shall:

(1) Develop and administer a grant program for county library capital projects to provide a uniform and objective analysis of proposed capital projects and support projects that address the library needs in the State;

(2) Evaluate and prioritize grant requests to provide a uniform and objective analysis of proposed capital projects, including the review of each applicant's library facilities master plan;

(3) Review proposed county library construction grants and issue approvals that are specific to a definite project with a prescribed scope and cost; and

(4) Use the following criteria to evaluate capital project requests:

(a) The public necessity and urgency of a project;

(b) The need for additional sources of funding for a project;

(c) *The estimated cost and [[timelines]] timeliness of executing a project;*

(d) *The viability of matching funds for a project;*

(e) *Geographic diversity; and*

(f) *Other factors that may give priority to a project.*

D. Library Facilities Master Plan.

(1) *By July 1 of each year, as a condition of receiving State project approval, each LLA shall submit to DLDS or its designee [[the LLA's]]:*

(a) *Countywide library plan, which includes:*

(i) *A mission statement;*

(ii) *A needs statement; and*

(iii) *Multiyear goals and objectives; and*

(b) *Library facilities master plan, which includes:*

(i) *A description of the capital project approved by the applicant's governing body;*

(ii) *An updated and detailed capital improvement program for the following fiscal year; and*

(iii) *A library capital improvement program for the following 5 years.*

(2) *The annual and subsequent 5-year capital improvement program shall be consistent with the current library facilities master plan of record.*

E. Capital Improvement Projects Grants Program.

(1) *By July 15 of each year, an LLA may submit up to 3 applications to DLDS to receive grants for capital projects for the next fiscal year.*

(2) *An application shall include:*

(a) *A description of the scope and purpose of the project;*

(b) *A building plan that includes the estimated total cost of the project, including matching funds; and*

(c) *Any other information required by DLDS.*

(3) *On or before October 1 of each year, DLDS shall make a recommendation to the State Board of Education regarding LLA capital project grants for the following fiscal year that:*

(a) *Identifies capital projects for funding approval; and*

(b) *Recommends a maximum State construction allocation for each project.*

(4) On or before November 1 of each year, on approval of the State Board, DLDS shall forward the list of approved LLA capital projects to the Department of Budget and Management.

(5) By December 1 of each year, each local library board shall submit documentation that:

(a) The local government has approved the LLA request for State funds and agreed to provide the required matching funds; and

(b) The requested State funding will be expended within the fiscal year following the fiscal year in which the funds are requested.

(6) Amendments to the State capital improvement program that a local library board considers necessary to submit during the course of the year shall be reviewed and approved by DLDS and the State Board of Education before an amendment may be implemented.

(7) State and Local Cost Share Formula.

(a) The maximum State share shall be no more than 50 percent of the project expenses approved by DLDS pursuant to this regulation and Education Article, §23-502, Annotated Code of Maryland.

(b) Grants under this program may not be for an amount less than \$20,000.

F. Planning and Design of Capital Projects.

(1) Land or buildings for a capital project shall be acquired by the board of library trustees or, in Montgomery County, the Department of Public Library Services.

(2) Architects and Engineers.

(a) The plans, specifications, and related documents for each construction project shall be developed under the supervision and responsibility of a licensed architect or engineer.

(b) The LLA shall select the architect or engineer.

(c) The LLA shall notify DLDS of the architect or engineer selected.

G. Grant Close-Out.

(1) Within 180 days after project completion, the LLA shall submit a close-out summary to DLDS using a form provided by DLDS.

(2) The State Department of Education may conduct financial and procedural compliance audits.

H. Rescinding Funding Approval.

(1) If, within 2 years after funding is made available for a project, no part of the project is under contract, DLDS may determine the project to be abandoned and rescind the funding approval.

(2) When DLDS rescinds funding approval, DLDS shall transfer the allocation to the Statewide Contingency Account for the fiscal year in which the project was approved for funding.

(3) Funds transferred to the Statewide Contingency Account may be used for any project approved in a future LLA capital improvement program.

(4) After a project approval is rescinded, to be considered for reinstatement, the project shall be submitted as a new project request in a succeeding fiscal year's annual LLA capital improvement program.

(5) DLDS may approve a request to extend the allowable time for placing a project under contract if the extension is justified by unusual circumstances.

NANCY S. GRASMICK
Superintendent of Schools

Maryland State Department of Education
Division of Library Development and Services
Library Capital Projects Grants Program

OVERVIEW

The Division of Library Development and Services (DLDS) is the central State Library Agency, providing leadership and guidance for the planning and coordinated development of library and information service in the State, including the development of the State Library Network to meet the library and information needs of this State, and to administer federal and State funds appropriated to DLDS by the State for library purposes.

The State Library Network consists of 24 public library systems, three Regional Resource Centers (the Eastern Shore Regional Library, [ESRL] the Southern Maryland Regional Library Association [SMRLA] and the Western Maryland Regional Library [WMRL]) and the State Library Resource Center (SLRC).

The legislative intent of public library capital funding programs is to help libraries leverage local support for the provision of 21st Century Libraries and spread the funding to libraries throughout the State to leverage substantial local participation and encourage local jurisdictions to take responsibility for the public libraries in their communities. A 21st Century Library:

- Ensures access to the expanding world of resources through collections of traditional and digital content;
- Has highly-trained, customer-oriented staff;
- Provides cutting-edge technology infrastructure; and
- Is a physical presence in the community and a virtual presence on the World Wide Web.

Capital project requests typically include new construction, renovations, expansions, and other critical projects. However, some requests are for minor projects such as new roofs and replacement windows. State support for such projects can make all the difference in whether the program is funded at the local level.

Regional Library Capital Grants Program

Education Article, §23-205 of the Code of Maryland Regulations, assigns responsibility for paying all capital expenses for the State Library Resource Center (SLRC) and the three regional resource centers to the State. The Maryland State Department of Education (MSDE) is responsible for submitting capital budget requests to the Governor as part of the annual budget.

The following requests were approved for submission as part of the MSDE FY2012 budget:

- The addition and renovation of the building shared by the public library and the Western Maryland Regional Library (WMRL) system in Washington County;
- State Library Resource Center, Phase II renovation.

County Library Capital Project Grants Program

Education Article, § 23-510 of the Code of Maryland Regulations provides for the establishment of a grant program in the Division of Library Development and Services (DLDS) to assist in the funding of public library capital projects. This program mandates that \$5,000,000 will be included in the State budget beginning in FY2008 and every year thereafter.

This amount was included in the Capital Budget approved by the State Board at the August 24, 2010 meeting. Additionally, \$825,000 in rescinded grant funds from FY 2010 and FY 2011 are recommended for reallocation as outlined in the Regulations associated with this grant program.

Regulation 13A.05.04.08, County Library Capital Project Grants Program, defines DLDS responsibilities for developing administrative procedures, guidelines and forms to be used by local libraries desiring payment by the State of the costs of a county library capital improvement project; management and ongoing communication with grant applicants and grantees.

The regulation requires each application to be accompanied by a countywide library plan that includes a mission statement, needs statement and multiyear goals. Applicants are required to submit a master plan describing the capital projects approved by the applicant's governing body, an updated and detailed capital improvement program for the following fiscal year; and their library capital improvement program for the following five years. The application must describe the scope and purpose of the project, include a building plan with the estimated total cost of the project including matching funds and provide other information required to evaluate the request.

In addition, the regulation defines the state and local cost share formula, eligible expenditures, planning and design requirements and the development of a contingency account for funds not used within the allowable timeframe. The State and local cost share formula is:

1. The maximum State share shall be no more than fifty (50) percent.
2. The State share shall apply only to eligible project expenses as set forth below.
3. Grants under this program may not be for an amount less than \$20,000.
4. A county public library system may not apply for more than three (3) capital project grants in a fiscal year.

Eligible expenditures are defined as:

State participation in the contract costs of the following types of capital improvements shall be eligible if approved in accordance with draft regulations:

1. Acquisition of land or buildings.
2. Alterations
3. Capital Equipping
4. Construction or improvement
5. Design
6. Engineering
7. Enlargement
8. Expansion
9. Extension
10. Improvement
11. Planning

County Library Capital Project Grants Program (continued)

- 12. Reconstruction
- 13. Rehabilitation
- 14. Replacement
- 15. Renovation
- 16. Repair
- 17. Upgrading

The regulation also outlines the evaluation criteria to include the public necessity and urgency of a project, the need for additional sources of funding for a project, the estimated cost and timeliness of executing a project, the viability of matching funds for a project, geographic diversity and others factors that give priority to the project.

The Division of Library Development and Services evaluates and prioritizes grant requests to provide a uniform and objective analysis of proposed capital projects including the review of each applicant's master plan. The regulation clearly defines the process for approval of recommended projects by the State Superintendent of Schools and the State Board of Education.



Services

Nancy S. Grasmick
State Superintendent of Schools

Division of Library Development and

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MEMORANDUM

DATE: April 29, 2010
TO: Library Administrators
FROM: Irene M. Padilla, Assistant State Superintendent of Libraries
RE: County Public Library Capital Project Grants Program, FY2012

It is my pleasure to announce that the Division of Library Development and Services (DLDS) will begin accepting applications for the FY2012 County Public Library Capital Project Grants Program via our new web site (<http://capital.maplaonline.org>). Please note that **proposals must be submitted online before 5:00 p.m. on June 11, 2010.**

The goal of this program is to provide a uniform and objective analysis of proposed capital projects and support projects that address the public library needs in the State. Each library system may submit up to three applications for separate capital projects each fiscal year.

In order to be eligible for funding, the library must submit/have on file the following documents to DLDS by June 11, 2010:

1. A current **Countywide Public Library Plan** that includes a mission statement, needs statement and multiyear goals and objectives (i.e. your library's strategic plan);
2. A current **Countywide Public Library Capital Projects Master Plan** that includes:
 - a. A description of the capital project approved by the applicant's governing body (your library board or, in some systems, the county government);
 - b. An updated and detailed capital improvement program for fiscal year 2012; and
 - c. The library's (or county's) capital improvement program for FY 2012 - 2016.
3. An **Application (1 signed original and electronic submission)** that includes:
 - a. An application form

**County Public Library Capital Project Grants Program
FY2012**

- b. All relevant required documentation (please note that you will not be able to submit an application without the required documentation)

Additional information and instructions are provided on the new web site.

We look forward to working with you during the fifth year of this exciting program. Please feel free to contact Renee Croft, Library Facilities Projects Manager, with any questions or suggestions at rcroft@msde.state.md.us or 410-713-2414. You may also contact me at ipadilla@msde.state.md.us or 410-767-0435.

**Capital Project Grants Review Committee
FY 2011**

Beth Pelle
Associate Director
Frederick County Library

Cathy Ashby
Director
Ruth Enlow Library of Garrett County

Tom Hehman
Director
Wicomico County Library

JR Mathers
Trustee
Calvert County Library

Gloria Mikolajczyk
Architect
School Facilities Branch
Maryland State Department of Education

Lindsay Wines and Angela Clark
Budget Analysts
Department of Management and Budget, Capital Budgeting

Daria Parry
Chief
Public Library State Networking Branch
Maryland State Department of Education

Irene Padilla
Assistant State Superintendent for Libraries
Maryland State Department of Education

Renee Croft
Library Facilities Projects Manager
Division of Library Development & Services
Maryland State Department of Education

County Library Capital Project Grants Program
Grant Evaluation Criteria
FY2012

The public library capital project grants will provide a uniform and objective analysis of proposed capital projects and support projects that address the library needs in the state.

The Division of Library Development and Services shall evaluate and prioritize grant requests to provide a uniform and objective analysis of proposed capital projects including the review of each applicant's master plan.

DLDS will use the following criteria for evaluating and ranking capital funding requests:

Eligibility of the Project

Viability of Matching Funds for a Project

Grant reviewers will review and score the applications based on the following criteria:

General rationale for the Project - 30 points

1. the nature of the work to be funded.
2. causes of the facility problems.
3. consequences to the delivery of services.
4. any secondary objectives.
5. any issues that will be dealt with.

The Public Necessity and Urgency of a Project – 30 points

Existing facility problems that the capital funding is intended to solve such as:

1. **“Insufficient space”** (more space is needed for a function than is currently available) standards require more space overcrowding in the existing space due to an increase in users.
2. **“Functional inadequacy of space”** (the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose).
3. **“Obsolescent/deficient space”** means that the space is out-dated or is defective in some way.

Evaluation Criteria

1. Has the facility problem interfered with the effective delivery of the grantee's services?
2. Does the application provide quantitative data to measure the service/operations problems?
3. How will completion of the capital project improve the grantee's delivery of services? (What outcomes are expected to occur as a result of effectively delivered service?)

- a. Will the project enable the library's compliance with the Americans with Disabilities Act (ADA)?
- b. Will the project enable the library's compliance with historic preservation?

The Estimated Cost and Timeliness of Executing a Project – 20 points

Evaluation Criteria

1. How does the Library Facilities Master Plan support the application?
2. Is the applicant's annual and subsequent five-year capital improvement program consistent with the current library facilities master plan of record?
3. Has the applicant identified the prescribed scope and calculated the cost of the project?

The Need for Additional Sources of Funding for a Project – 20 points

Geographic Diversity – Discussion

Other Factors That May Give Priority to a Project – Discussion

1. Is the request part of a critical phase of the total project?
2. How does the proposal relate to prior (and future) state capital grant awards for the project?

Maryland's FY 2012 County Library Capital Projects Grant Evaluation

Date:		
Reviewer's Name:		Reviewer's Signature:
Project Title:		
Library System:		
EVALUATION		
CRITERIA	COMMENTS (include rationale for score.)	SCORE
General Rationale for the Project		(0-30)
Public Necessity and Urgency of the Project		(0-30)
Estimated Cost and Timeliness of Executing the Project		(0-20)
The Need for Additional Sources of Funding for the Project		(0-20)
Geographic Diversity		Discussion
Other Factors that Give Priority to the Project		Discussion
TOTAL SCORE		

Additional Feedback:

**Library Capital Grants Program
Summary by County
FY 2008 - 2012**

Attachment VIII

Library System	Branch	2008 Award	2009 Award	2010 Award	2011 Award	2012 Proposed	Subtotals
Allegany	S Cumberland					100,000	\$ 100,000
Allegany	Westernport	\$ 63,000	\$ -	\$ -	\$ -		\$ 63,000
Allegany subtotal							\$ 163,000
Anne Arundel	Multiple	\$ 60,300	\$ -	\$ -	\$ -		\$ 60,300
Anne Arundel	Multiple	\$ 22,500	\$ 112,000	\$ -	\$ -		\$ 134,500
Anne Arundel subtotal					\$ -		\$ 194,800
Baltimore City	Waverly					\$ 400,000	\$ 400,000
Baltimore City	Edmundson A	\$ 270,000	\$ 264,000	\$ -	\$ -		\$ 534,000
Baltimore City	Reisterstown	\$ -	\$ 480,000	\$ -	\$ -		\$ 480,000
Baltimore City	Canton	\$ -	\$ -	\$ 400,000	\$ -		\$ 400,000
Baltimore City subtotal					\$ -		\$ 1,814,000
Baltimore County	Perry Hall	\$ 22,500	\$ 188,000	\$ -	\$ -		\$ 210,500
Baltimore County	Rosedale	\$ 112,500	\$ -	\$ -	\$ -		\$ 112,500
Baltimore County	Cockeysville	\$ -	\$ 520,000	\$ -	\$ -		\$ 520,000
Baltimore County	Sollers Point	\$ -	\$ -	\$ -	\$ 500,000		\$ 500,000
Baltimore County	Towson	\$ -	\$ -	\$ -	\$ 110,000		\$ 110,000
Baltimore County	Randallstown	\$ -	\$ -	\$ 255,000	\$ -		\$ 255,000
Baltimore County subtotal							\$ 1,708,000
Caroline	Central	\$ 56,250	\$ -	\$ 50,000	\$ -		\$ 106,250
Caroline	Federalsburg	\$ 33,300	\$ -	\$ -	\$ -		\$ 33,300
Caroline subtotal					\$ -		\$ 139,550
Carroll	Mt. Airy					\$ 233,000	\$ 233,000
Carroll	Westminster	\$ 135,000	\$ 437,000	\$ 183,000	\$ -		\$ 755,000
Carroll	Eldersburg	\$ -	\$ -	\$ 124,000	\$ 85,000		\$ 209,000
Carroll	North Carroll	\$ -	\$ -	\$ -	\$ 125,000		\$ 125,000
Carroll subtotal							\$ 1,322,000
Cecil	Perryville	\$ 90,000	\$ -	\$ -	\$ -		\$ 90,000
Cecil	North East	\$ -	\$ -	\$ 750,000	\$ -		\$ 750,000
Cecil subtotal					\$ -		\$ 840,000
Charles	Waldorf West					\$ 800,000	\$ 800,000
Frederick	Multiple/ Walk	\$ 144,000	\$ -	\$ -	\$ -		\$ 144,000
Frederick	Brunswick	\$ -	\$ 398,000	\$ -	\$ -		\$ 398,000
Frederick subtotal					\$ -		\$ 542,000
Harford	Churchville	\$ -	\$ -	\$ 500,000	\$ -		\$ 500,000
Harford	Whiteford	\$ -	\$ -	\$ 373,000	\$ -		\$ 373,000
Harford subtotal					\$ -		\$ 873,000
Howard	Administration					\$ 818,000	\$ 818,000
Howard	Central					\$ 100,000	\$ 100,000
Howard	East Columbia					\$ 128,000	\$ 128,000
Howard	Miller	\$ 90,000	\$ 320,000	\$ 800,000	\$ 500,000	\$ -	\$ 1,710,000
Howard subtotal							\$ 2,756,000
Kent	Chestertown	\$ 198,000	\$ 191,000	\$ -	\$ -		\$ 389,000
Montgomery	Gaithersburg	\$ 90,000	\$ 320,000	\$ -	\$ 725,000	\$ 500,000	\$ 1,635,000
Montgomery	Silver Spring	\$ 130,950	\$ 335,000	\$ -	\$ 250,000	\$ 818,000	\$ 1,533,950
Montgomery subtotal							\$ 3,168,950
Prince George's	Largo-Ketterin	\$ 101,700	\$ -	\$ -	\$ -		\$ 101,700
Prince George's	Greenbelt	\$ -	\$ -	\$ 320,000	\$ -		\$ 320,000
Prince George's	Spaldings	\$ -	\$ -	\$ -	\$ 400,000		\$ 400,000
Prince George's subtotal							\$ 821,700
St. Mary's	Leonardtown/	\$ -	\$ 72,000	\$ -	\$ 815,000		\$ 887,000
Somerset	Crisfield	\$ 22,500	\$ 160,000	\$ -	\$ -		\$ 182,500

**Library Capital Grants Program
Summary by County**

FY 2008 - 2012

Somerset	Princess Anne	\$ -	\$ 19,000	\$ -	\$ -	\$ 103,000	\$ 122,000
Somerset subtotal					\$ -		\$ 304,500
Talbot	Easton	\$ -	\$ -	\$ -	\$ 1,240,000		\$ 1,240,000
Washington	Boonsboro	\$ 270,000	\$ 184,000	\$ -	\$ -		\$ 454,000
Washington	Hagerstown	\$ -	\$ -	\$ 800,000	\$ 675,000	\$ 1,000,000	\$ 2,475,000
Washington subtotal							\$ 2,929,000
Wicomico	Salisbury	\$ 45,000	\$ -	\$ -	\$ -		\$ 45,000
Wicomico	Pittsville	\$ -	\$ -	\$ 20,000	\$ -		\$ 20,000
Wicomico subtotal					\$ -		\$ 65,000
Worcester	Ocean City	\$ 67,500	\$ -	\$ -	\$ -		\$ 67,500
TOTAL		\$ 2,025,000	\$ 4,000,000	\$ 4,575,000	\$ 5,425,000	\$ 5,000,000	\$ 21,025,000