



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 23, 2008  
**RE:** **County Library Capital Project Grant Program  
Projects Recommended for Funding, FY2010**

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**PURPOSE:**

To present county public library capital projects recommended for funding in the State's FY2010 Capital Budget (Attachment I) 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 this State, and to administer federal and State funds appropriated to DLDS by the State for library purposes.

Article § 23-510 of the Annotated Code of Maryland (Attachment II) 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 its July 2008 meeting.

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 FY2010 County Public Library Capital Project Grant Program on June 5, 2008 with a due date of July 11, 2008 (Attachment IV). A workshop on the process for FY 2010 was presented by staff on June 5, 2008. The workshop was attended by 22 participants from 18 public library systems.

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

**BACKGROUND:** (continued)

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 decision 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 July 31, 2008 to review their preliminary evaluation scores, discuss the individual grant requests, identify capital projects for funding approval, and recommend the State allocation for FY2010 for each project to the State Board of Education.

**EXECUTIVE SUMMARY:**

DLDS received 15 grant requests for FY 2010 from 12 public library systems totaling \$13,925,000. One grant request was not eligible for capital funding (the procurement of signage for multiple branches). The remaining 14 grant requests totaled \$13,865,000. All projects met or exceeded the 50% match requirement from any combination of county, municipal, or private sources. Matching funds totaled \$48,221,000. 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 2010 State budget is attached for your review and approval (Attachment I).

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

**ACTION:**

Approval of recommendations.

NSG/imp/lmd