



Services

Nancy S. Grasmick
State Superintendent of Schools

Division of Library Development and

200 West Baltimore Street, Baltimore, MD 21201 • 410-767-0434 • 410-333-6442 TTY/TDD

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

- 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.